



Education & Training Manager

Largo, Maryland

About Us:

Employ Prince George's is the administrator of the Prince George's County Public Workforce System, branded as the Prince George's County American Job Center Community Network, and a workforce development service provider operating workforce development programs in Prince George's County and the DC Metropolitan Area. Through the efforts of Employ Prince George's internal programming and programming offered by Prince George's County American Job Center Community Network members, Employ Prince George's manages the delivery of workforce development services to over 30,000 job seekers and 4,000 businesses annually. Services are identified by two groups, Business Services and Job Seeker Services, with the goal of aligning those services to assist job seekers gain employment and assist businesses recruit qualified talent. The complexity and amount of the workforce programs, services, and service providers managed by Employ Prince George's has led to the organization being labeled as "the bridge between job seekers and businesses" in Prince George's County.

Prince George's County, like Maryland and the United States, has more unemployed job seekers than job openings due to a workforce skills gap. A skills gap is the difference between skills that employers want or need, and skills job seekers offer. To mitigate Prince George's County's skills gap, Employ Prince George's created the Education & Training Department. The Education & Training Department provides career readiness, basic skills, and occupational skills training through the staff of the Department, the Education & Training Manager and the Workforce Development Instructors. These trainings are offered through Employ Prince George's programming, American Job Center, Apprenticeships and other workforce development programs operated within the Prince George's County American Job Center Community Network. All trainings are assessed annually for quality and relevancy, and each training, Employ Prince George's and staff, are accredited to provide the trainings.

Job Summary:

Located within the Office of the President, the Education & Training Department, coordinates and administers career readiness, basic skills and occupational skills program development and training on behalf of Employ Prince George's and the Prince George's County American Job Center Community Network. The Education & Training Department is managed by the Education & Training Manager under the leadership of the President of Employ Prince George's. Along with an Education & Training Manager, the Education & Training Department is staffed with Workforce Development Instructors that provide one-on-one and group career readiness, basic skills, and occupational skills training to Employ Prince George's and Prince George's County American Job Center Community Network job seekers. The Education & Training Department ensures Employ Prince George's and Prince George's County American Job Center Community Network job seekers receive career readiness, basic skills and occupational skills training to ensure they are prepared for post-secondary training or employment.

The **Education & Training Manager** supervises the day to day operations of workshop and classroom facilitation of the Workforce Development Instructors, along with coordinating trainings for various programs, developing and improving training curricula, and maintaining Employ Prince George's educational accreditations. Under the supervision of the President, the Education & Training Manager works alongside internal Employ Prince George's Divisions and Departments to provide, develop, assess and improve workforce development training to out-of-school youth, in-school youth, and adult job seekers, along with employees of local businesses. Simultaneously, the Education & Training Manager facilitates career readiness, basic skills and occupational skills trainings on behalf of Employ Prince George's. The Education & Training Manager coordinates, and as needed facilitates, classroom instruction of Employ Prince George's apprenticeships.

Key Requirements: The ideal candidate must have advanced knowledge of workforce development programs and workforce development training models and best practices, including familiarity with competency-based education/training and industry recognized credentials, the ability to identify and create training curricula and service delivery instruction leading to program



completion, certifications and employment of graduates. Requires a highly analytical, perceptive, curious candidate with sound judgment and a proactive attitude and problem-solving ability. Classroom instruction and assessment experience desired. Excellent written and verbal communication and customer service skills. Strong organizational skills with attention to detail and the ability to work independently and within a highly collaborate team environment is essential. Ability to review and execute work-based learning contracts to meet federal guidelines and conduct consultative sales visits, identify business needs and recommend appropriate solutions is paramount. Supervisory knowledge and knowledge of staff management and development required.

Must possess strong organizational and prioritization skills to create operational plans and strategies while prioritizing the goals and strategies of the Employ Prince George's and the Prince George's County American Job Center Community Network. Requires understanding of federal, state, and local workforce regulations including Workforce Innovation & Opportunities Act (WIOA) regulations; Local Workforce Development Board policies, procedures, and guidance; and Office of Apprenticeship regulations. Must exhibit good interpersonal, oral, written, and organizational skills. Ability to establish quick rapport. Must exhibit the ability to multi-task and work well within time restrictions. Must exhibit good computer literacy. (i.e., WORD, EXCEL, ACCESS, OUTLOOK, Internet, etc.)

Qualifications: Master's Degree in a related field from an accredited college or university and two years of classroom and workforce development experience or a Bachelor's Degree in a related field from an accredited college or university and four years of classroom and workforce development experience required. Training and experience in workforce development, business services, education, human services curriculum development and project management and experience managing staff and programs preferred. Dedicated experience in working with impoverished, low/under skilled, job seeker populations highly desired.

How to Apply: Qualified candidates are encouraged to submit a cover letter, including salary requirements, and resume to CareerOpportunities@employpg.org. Cover letters should be addressed to, **ATTN: Human Resources and must include Education & Training Manager in the subject line of your email. EOE/AA employer. NO TELEPHONE CALLS PLEASE**