



## **Workforce Development Manager**

### **About Minnesota Computers for Schools**

Minnesota Computers for Schools is a non-profit organization providing technology access and skills training to underserved individuals and help them gain the skills and confidence they need to begin a successful career in technology.

**Reports To:** Executive Director

### **Position Summary**

MCFS is looking for an energetic, passionate person to manage its workforce development program, CORE: IT. This person will be responsible for developing and maintaining partnerships with organizations to implement technology trainings and internship opportunities. MCFS currently offers six youth and adult training courses through its CORE: IT program including:

- Youth IT exploration
- Coding in game/web/app design
- Adult CompTIA IT Fundamentals+
- CISCO IT Essentials and CompTIA A+
- Cisco CCNA
- HTML5 & CSS web design certification

Other possible trainings include computer refurbishing and job preparedness skills. CORE: IT is growing rapidly and MCFS is continuously adding additional courses to meet the needs of the community. The Workforce Development Manager will manage five instructors.

### **Responsibilities**

- Establish new and manage existing partnerships with technology training sites.
- Coordinate, lead, and attend meetings with partners, trainers, and MCFS staff.
- Work with MCFS staff and partner staff to coordinate program delivery, processes, and logistics.
- Manage Core: IT program budget.
- Assist with grant proposal review for Core: IT program.
- Supervise the Pathway Coordinator responsible for building relationships with business partners, developing internships, recruiting interns from training programs, coaching interns, communicating with internship supervisors and tracking intern progress.



- Maintain records of all training and program participants.
- Oversee IT instructors in the development of supplemental material to aid in teaching computer curriculum.

### **Qualifications**

- 4-year BA/BS degree.
- Strong interpersonal skills and work ethic.
- Pass background check.
- Strong background in personal computers and technology.  
Experience working with diverse populations, cultural awareness and cultural competency.
- Program management experience, minimum of three years preferred.
- Ability to solicit, collect, manage, and report data using spreadsheet software.
- Ability to create or utilize existing connections with local companies and organizations with technology needs that will potentially be able to provide work experience in the technology field.
- Experience with Salesforce a plus.
- Experience in program and curriculum development.
- Experience with at-risk, disadvantaged youth & young adults.

**Pay Range:** Salary range depends on experience and qualifications. MCFS offers a comprehensive benefits package.

**Location:** Work location flexible – hybrid model with office space at MCFS offices in Minneapolis. Occasional travel required for partner site visits and recruitment. Current partner sites: Urban League Twin Cities and Neighborhood House.

**Schedule:** Full-time flexible hours, mostly daytime hours with occasional evening events.

**To apply:** Email resume and cover letter to Tamara Gillard, Executive Director at [tgillard@mncfs.org](mailto:tgillard@mncfs.org). **Deadline is February 19, 2021.**

### **Our Commitment to Diversity and Inclusion**

MCFS is committed to being an Equal Opportunity employer. We seek motivated and qualified candidates and will not discriminate against any applicant for employment because of race, religion, color, creed, national origin, citizenship status, sex, sexual orientation, gender identity



and expressions, genetic information, marital status, age, disability, or status as a covered veteran.

We believe in the strength of diverse and inclusive teams and are committed to creating a workplace where every person feels welcome and has opportunities to grow.