



WORKFORCE DEVELOPMENT PROJECT MANAGER

Maine MEP

Maine MEP (Manufacturing Extension Partnership) is the most comprehensive resource available for manufacturers in Maine. Our mission is to facilitate economic development by providing needed services to Maine's manufacturers, helping them become more efficient, productive, profitable and globally competitive. Whether working with high-tech companies or start-up artisans, Maine MEP forges close and collaborative relationships with our clients to meet their needs, helping small businesses grow. Maine MEP public partners are the National Institute of Standards and Technology (a subsidiary of the U.S. Dept. of Commerce) and the state of Maine.

All of Maine MEP's field staff come to our organization after years of hands-on experience in the manufacturing industry and proven success in their fields. Every one of them is highly skilled, and their areas of expertise include best practices, business planning, process improvement and improving production efficiency, product design, plant layout, safety, quality assurance, and food manufacturing. Our team is a hardworking, fun, group of people who care about the state of Maine.

Workforce Development Project Manager

Position Overview:

The Workforce Development Project Manager is a field staff position, working directly with manufacturers to assess their business needs and provide services to address workforce challenges. The Workforce Development Project Manager will adopt, design, implement, facilitate, and oversee workforce training programs for Maine MEP clients. As a team member on the Maine MEP Field Staff, this is a collaborative position, working directly with manufacturers, external training providers, and funding sources to develop solutions to meet the workforce development needs of Maine manufacturers.

Effectiveness will be measured by level of revenue generated and economic impact on behalf of manufacturers. Economic impact will be derived by delivering workforce solutions which position Maine MEP clients to stay competitive in a global marketplace.

These goals will be accomplished primarily through:

mainemep.org
1-207-623-0680
contact@mainemep.org

Workforce Development Needs Assessments

- Meets regularly with manufacturers and economic development partners to identify potential clients and projects.
- Assists manufacturers with the assessment of business needs; reaching, recommending, formulating, and selling solutions to support those needs
- Gathers job demand and skills requirements and translates data into meaningful information to create workforce development strategies.

Workforce Training Program Development

- Designs and develops comprehensive training content tailored to the needs of manufacturing personnel, including operators, technicians, supervisors, and managers.
- Utilizes modern instructional design techniques to create engaging, interactive, and effective training materials.
- Identifies and coordinates funding opportunities (awards, grants, etc.), as appropriate
- Creates new services for client delivery including a combination of the adoption of content available through the MEP National Network, identifying existing training resources, and the development of custom content.

Workforce Training Delivery

- Facilitates in-person and virtual training sessions, and workshops for manufacturing staff and business owners.
- Adapts training delivery methods to meet the needs of diverse audiences and learning styles.
- Assists with the development and delivery of training cohorts around the state.

Collaboration with Third-Party Providers

- Identifies and promotes training courses and content available through state colleges, universities, and educational institutions.
- Identifies, evaluates, and manages relationships with third-party training providers to supplement internal training initiatives.
- Coordinates with external vendors to align training programs with organizational goals and industry standards.

Other Duties

- Maintains records relative to program and client activities. (i.e.; Center Information System (CIS), Monthly Reports, Program Reports, Timesheets, Independent Contractors Agreements, etc.)
- Timely adherence to client survey process requirements.
- Works with Operations Manager and Operations Coordinator on strategy for promoting workforce programs and upcoming trainings
- Performs other job functions as requested to meet MEP center goals and objectives under the NIST/MEP cooperative agreement
- 30% of projects are repeat client delivery

Characteristics Duties and Responsibilities

- Self-directed, motivated individual with strong work ethic.
- Professional verbal and written communications skills.
- Strong organization and time management skills.
- Ability to communicate and deal effectively with and enthusiastically represent MEP to the business community and other partners.
- Strong planning, organizational and project management skills.
- Ability to work well with others in a team environment to achieve Center goals and objectives.

Minimum Qualifications

- Two- or four-year degree and Minimum of 3-5 years of experience in workforce training, instructional design, or employee development, preferably in a manufacturing environment.
- Excellent communication, presentation, and facilitation skills, with the ability to engage diverse audiences effectively.
- Strong collaboration skills to work with internal stakeholders, employees, and third-party training providers.
- Proven ability to manage multiple projects simultaneously while meeting deadlines.
- Experience in evaluating training needs, measuring outcomes, and implementing continuous improvement initiatives.
- Proficiency in developing training materials using modern tools (Microsoft Office Suite, other).
- Skilled in presenting and negotiating proposed solutions for contract acceptance.
- Certified Professional in Learning and Performance (CPLP) or similar credentials are a plus.
- Experience with Lean Manufacturing a plus.

