



Member / Partner Engagement Manager – Project Manager – Project Associate – Executive Assistant

The Organization: The Mahoning Valley Manufacturers Coalition (MVMC), formed in September 2011, is an industry sector partnership consisting of local manufacturers and education and workforce partners in Trumbull, Mahoning and Columbiana counties engaged in attracting and developing the skilled workforce needed for member growth and expansion.

Since its inception, MVMC has attracted and directed more than \$25 million in grants, scholarships, and membership dues to its programs, including a \$2.9 million American Apprenticeship Initiative grant in 2015 from the U.S. Department of Labor (USDOL), a \$6 million Workforce Innovation Fund grant from USDOL, a \$2.5 million grant in October 2019 from USDOL and Appalachian Regional Commission for its Workforce Opportunities in Rural Communities (WORC) initiative awarded to the MVMC and Pennsylvania’s West Central Job Partnership, and most recently a \$1.5 million investment to support community workforce development from General Motors.

The Team: Our team is led by Executive Director Jessica Borza and supported by a lean group of highly talented project managers, volunteer board members, outside consultants and community partners. As we look to grow our internal staff, we’re seeking professionals who are highly organized, compassionate, self-aware and driven by contributing toward the workforce development successes of our members and partners.

The Work: Our model works because our members buy into the concept of “better together.” Collectively, we roll up our sleeves, forego our competitive differences and work to create sustainable solutions that benefit us all. Our Board is comprised entirely of local manufacturers who guide our work by identifying current and emerging needs, vetting potential solutions and determining annual priorities.

We’ve also developed a unique capacity to bring partners together to implement industry-led solutions. Our strong reputation locally and state-wide built over our 10-year existence has firmly positioned us in a lead seat at the table among the region’s business advisory councils, state agencies, workforce development boards, education and training partners, civic groups and economic development committees.

As we look ahead at current and emerging priorities, we are focusing our attention on several goals:

- **Apprentice Innovation-** Continue to support local manufacturers with technical assistance and coordination of group-sponsored, competency-based registered and non-registered apprenticeship programs, including:
 - Registered- Machining, Welder-fitter, Industrial Maintenance, Tool and Die, Robotics Technician
 - Non-registered- Robotics Operator, Quality Control, Instructors, Mentors
- **Recruitment Support-** Provide strategic advice to members around best recruiting practices; developing internal career pathways for members to demonstrate their career growth

opportunities; and build on existing networks of community-based organizations to support grassroots outreach and recruitment programs such as WorkAdvance.

- **Youth Outreach-** Accelerate our efforts to increase the supply of candidates for our members' highest-demand occupations through various new and existing initiatives:
 - High School Pre-Apprentice Programs, WorkAdvance, Brain Gain/Navigators Sponsorship, Ambassadors, Digitization of outreach assets and Evaluation
- **Diversity and Inclusion-** Lead the region in support of national efforts to make the manufacturing workforce more reflective of regional communities; support National Association of Manufacturers' goal with a regional goal to commit to:
 - Taking tangible actions to increase equity and parity
 - Creating pathways to job opportunities for people of color
- **Career Coaching Center of Excellence.** Develop Fellows program for regional career coaches, guidance counselors, case managers and student advisors; expand presence of Career Ambassadors in classrooms and other community events to promote careers in modern manufacturing.
- **Industry 4.0 Talent Consultation-** Support Industry 4.0 and Advanced Manufacturing Technology implementation for small and medium defense manufacturers; support increased adoption of advanced technologies by identifying, in consultation with members, workforce training and credentialing needs.
- **Automation and Robotics-** Continue to build out Robotics Operator career pathways, including Robotics Technician Registered Apprenticeship program.
- **Education Innovation-** Lead regional conversations, program development and continuous improvement by:
 - Identifying industry skill and competency needs, Addressing programmatic gaps, Working with partners to avoid duplication, address needs geographically and maximize resources, Embedding credentials for quality assurance, Infusing best practices in everything we do and Creating seamless career pathways by strengthening articulation agreements
- **Organizational capacity** – This part involves you directly. As we aggressively, yet strategically grow our membership, our programming, our outreach and our overall capabilities we need to simultaneously staff up to best serve our members with an eye on adding the best and brightest talent.

The Roles:

We have a variety of roles available and are driven by finding people who are flexible, thrive while multitasking, are driven by our mission, and exhibit excellent communication, organizational, and project management skills. Positions report out of MVMC's office in Downtown Youngstown and includes remote work flexibility. Ultimately, we are looking to fill two of these roles and will prioritize the right fit to our organization and shape the role accordingly.

- **Project Associate** - opportunity to gain exposure network and build relationships with leaders across the Mahoning Valley. Set your sights on project management or even chief of staff within our organization! Opportunity to hone your craft in the administrative field and take an active

role in the leadership of a growing organization. This position has potential for professional development and career advancement.

- **Executive Assistant** - support key functions in our executive, development and administrative teams to ensure accurate, timely, and smooth operations. Build relationships with diverse stakeholders, manage calendars, schedule meetings and support the efficiency of our team.
- **Member and Partner Engagement Manager** - work with manufacturing leaders to increase MVMC's membership. Cultivate ongoing relationships with businesses to assess their organizational needs and work with MVMC's project teams to translate those needs and recommend innovative solutions.
- **Project Manager** - plan and execute economic and workforce development projects to ensure they are meeting performance and budgetary benchmarks while aligning with MVMC's overall organizational strategy.

Key Competencies and Skills

To be successful, we ask all team members to bring these key competencies and skills.

- **Communication, verbal and written:** keeping all partners on the same page between meetings
- **Accountable:** taking ownership in projects, being self-motivated and able to work independently or in teams; always representing the organization and its members and stakeholders with the highest standards.
- **Facilitation:** being able to manage different stakeholders and partners in meetings and discussions to continue to make progress and develop win-win outcomes.
- **Organization and Prioritization:** staying on top of multiple work streams and projects in a way that fosters confidence with the partners, as well as effective outcomes and progress of the project.
- **Self-awareness:** knowing what to take on and where to ask for help; we have a great team that can help with almost anything you need, you may just need to raise your hand.
- **Agility:** this work is still relatively new, and evolving all the time; opportunities to pivot will come up, and our ability to capitalize on them, if appropriate, is important.
- **Ownership:** taking responsibility and accountability for the work, while being generous with credit in order to foster relationships and collaboration appropriately
- **Execution excellence:** a staple of the sector partnership work, which translated into this role means a sense of urgency, a commitment to quality, and focus on the goals and outcomes.

Values

1. **Industry-Led:** This role will be an advocate and guide for the manufacturers in maintaining and sustaining the programs they helped to build and need for their future talent needs. As leaders, we set and take ownership of priorities.
2. **Collaborative:** The biggest win in the sector partnership work is the true collaboration between employers and workforce partners. Here, we prioritize common needs above individual company interests when acting on behalf of the Coalition.
3. **Needs-Focused:** We keep our fingers on the pulse of local manufacturers' ever-changing needs, including emerging and advanced technologies.

4. **Strengths-Based:** We recognize and build upon partners' strengths, seeking to align efforts, communicate, work efficiently and minimize unnecessary duplication.
5. **A Conduit:** We see it as our role to serve as a feedback loop between industry and partners and a forum for information sharing and problem-solving; therefore we work together, share regularly and stay informed.
6. **Inclusive:** We're committed to widespread community outreach and increasing diversity within the industry to be more reflective of our community as a whole.
7. **Innovation:** We're open and receptive to new ideas while being mindful of best practices to inform our strategic thinking.
8. **Continuous Improvement:** We critically analyze our own work and incorporate lessons learned. We benchmark with others and commit to be life-long learners.

Qualifications

- Experience in the following will be valuable, but not all are required for a candidate's viability
 - o Workforce Development
 - o Education, Training
 - o Manufacturing
- Bachelor's degree or higher is preferred, but not required with appropriate experience and/or skills. A proven commitment to learning and personal excellence is a must.
- Diversity, Equity, and Inclusion: as a core tenant of MVMC's culture and workforce efforts, as well as a key component of the sector partnership work. Experience in the recruitment, support of, and service to underrepresented populations is a plus.
- Proficiency in digital tools: Microsoft Excel, Microsoft Powerpoint, etc.
- Be both good at what you do, and fun!

Next Steps

Send your resume and letter of interest to Allison Engstrom at Allison@mahoningvalleymfg.com.