



Strategic Programs, Trainings, and Events Coordinator

BACKGROUND: Northwest Industrial Resource Center (NWIRC) is a not-for-profit organization that serves small and mid-sized manufacturers throughout northwest and north central Pennsylvania. Through a private and public partnership business model, NWIRC is driven by the impact our consulting and customized training solutions have on our client's business, the manufacturing industry, and our regional economy. We help manufacturers achieve and sustain top and bottom-line growth through the implementation of next generation manufacturing strategies, world-class improvement methodologies and best practices, advanced manufacturing technologies, and customized workforce training and skill development programs. NWIRC was created in 1988 as part of a state-wide initiative and is one of seven centers that serve manufacturers throughout Pennsylvania.

We are currently seeking a flexible, organized, and adaptable team player with excellent communication skills and a desire to help others in support of our vision to be recognized and respected within the manufacturing community as the go-to resource for impact and to strengthen the manufacturing industry by facilitating positive, desired change.

OBJECTIVES: The Strategic Programs, Trainings, and Events Coordinator oversees the planning, coordination, and execution of trainings, events, and Strategic Programs for the NWIRC. They engage with internal and external resources to ensure the smooth communication and expectations of trainings, events, and Strategic Programs are met.

Specifically, the successful candidate will:

- Collaborate with stakeholders, partners, and companies to determine manufacturers' general needs for trainings and events across the Northwest Pennsylvania region
- Create and plan all logistical aspects of training schedule and events
- Identify potential new training topics, training providers, and venues as needed
- Engage with Human Resources staff among Northwest Pennsylvania's manufacturing community to increase awareness of NWIRC's general capabilities and offerings
- Foster relationships with training providers, venues, and manufacturing attendees
- Maintain budgets for trainings
- Regularly communicate and coordinate with NWIRC staff to maximize event registration
- Confidently speak to small groups both in person and virtually
- Conduct Training Assessments with manufacturers to uncover training opportunities and provide recommendations for solutions
- Coordinate logistics, assist in facilitation, and be overall champion of GR8T Manufacturing Industry Partnership
- Coordinate activities for NWIRC's STEM Manufacturing Internships program
- Other activities as required



REQUIREMENTS: Candidate must possess strong oral and written communication skills with a high attention to detail. Experience in event planning and/or program management is preferred.

Additionally, the ideal candidate shall have proficiency in Microsoft Word, Microsoft PowerPoint, and virtual meeting platforms; excellent planning and organization skills; ability to periodically work flexible hours and travel; and be willing to take initiative with great attention to detail. Knowledge of WordPress and Salesforce is a plus.

BENEFITS: You will work within a dynamic team that is mission driven and passionate about providing high value impact results for a diverse manufacturing client base representing medical device, plastics, automotive, industrial machining, food & beverage, electronics and computer components, and consumer goods industries.

Competitive base salary commensurate with experience plus the ability to participate in a robust performance-based incentive plan. Exceptional comprehensive benefits package with the opportunity for professional growth. This is a unique opportunity to work with one of the top-performing national consulting centers with a mission to support and assist U.S. manufacturers grow and compete.

CONTACT: Qualified candidates are to send their resume and an introductory email highlighting relevant coursework and experience for the position by August 19th, 2022 to: Mr. Michael Griffith, Chief Operating Officer, at mgriffith@nwirc.org. Please direct all inquiries about this opportunity, including requesting further detailed description of essential job function, to the same.