



Manufacturing Talent Stream Coordinator **(Full-Time)**

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.

POSITION SUMMARY

'Project Manufacturing Talent Stream' is a new initiative of NWIRC made possible with initial funding of a Manufacturing Training to Career Grant from the PA Department of Community and Economic Development (DCED). The **Manufacturing Talent Stream Coordinator** will prioritize and accelerate initiatives designed to connect manufacturers to the regional talent stream. Project work includes assessing, planning, coordinating, implementing, and reporting all facets of the project. The Coordinator enables NWIRC to strengthen relationships with manufacturers, education and workforce community partners for collaboration across the region, and other stakeholders.

SPECIFIC PROGRAMMING DUTIES:

- **Manufacturing Dream Team:** Plan, recruit, and train Dream Team members, and schedule presentations at regional schools.
- **STEAM Clubs:** Plan, launch, and manage STEAM Clubs at up to 10 regional schools.
- **Manufacturing Month (October):** Plan and implement a variety of activities for this national initiative.
- **Facility Visits:** Identify and coordinate opportunities throughout the year for student onsite visits at manufacturing companies (tours and job-shadows).

OTHER ESSENTIAL DUTIES:

- Serve as liaison for student-run manufacturing enterprises (SRME) at high schools in the region, and plan special programming.
- Serve as liaison for Uniquely Able Academies in the region.
- Participate in meetings and activities for the GR8T Manufacturing Partnership.
- Prepare and maintain all applicable records and create reports.



- Scout for future funding opportunities, including federal and state grants, foundations, and sponsorships.
- Develop business partnerships with manufacturers to establish a network for student engagement, guest speakers, and mentors.
- Develop community partnerships for collaboration on existing and new programs for introducing students to manufacturing careers.
- Work closely with NWIRC Marketing & Communications Manager for creating awareness for the specific programming mentioned above, as well as community programs of benefit to manufacturers in the region.
- Work closely with NWIRC's Strategic Business Advisors for streamlined communications.

WORK LOCATION

NWIRC's main office is located in Erie PA, with regional field offices in Meadville, DuBois, and Hermitage. Exact office dependent on candidate location. There will be ability for remote-work as needed, in addition to local and regional travel.

REQUIRED QUALIFICATIONS

- Bachelor's degree preferred in marketing, communications, education, career guidance, or related field.
- Five or more years' experience in these related areas will also be considered.
- Experience coordinating and managing programs or projects.
- Must possess or be able to obtain background clearances.
- Must possess a valid state-issued driver's license, with access to reliable transportation (with up-to-date insurance).

SKILLS AND ABILITIES:

- Ability to interact and communicate clearly and concisely on a professional level with co-workers, regional partners, manufacturers, students, and general public.
- Self-motivated, detail oriented, and highly organized.
- Problem-solving skills, providing alternative solutions to challenges.
- Ability to work independently with minimal supervision.
- Computer literacy, including MS Office (Word, Excel, PowerPoint), Email, virtual meeting platforms (Zoom or Teams), online search engine research. Knowledge of Salesforce CRM a plus.
- Create and deliver written, verbal, and electronic presentations.
- Networking and interpersonal skills to effectively work with internal and external teams and stakeholders.
- Travel throughout NWIRC's 13-county region for meetings with regional partners, site visits at manufacturing companies, and school locations for activities.



PREFERRED KNOWLEDGE and INTERESTS:

- Local labor markets, employment services, and employment-related service delivery systems.
- Regional organizations working on initiatives related to career exploration, STEM education, and workforce and economic development.
- Career readiness and preparation.
- Research and data collection methods and techniques.
- Interest and desire to create excitement about the manufacturing industry.

COMPENSATION and BENEFITS:

- Base salary is \$45,000
- Participation in a performance-based incentive plan
- Exceptional comprehensive benefits package
- Mileage reimbursement or use of company vehicle
- Opportunity for professional growth.

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.

CONTACT: Qualified candidates are to send their resume and an introductory email highlighting relevant coursework and experience for the position by May 17th, 2023 to: Laurie Knoll, Marketing & Communications Manager, at lknoll@nwirc.org. Please direct all inquiries about this opportunity, including requesting further detailed description of essential job function, to the same.

EEO Statement: NWIRC is committed to and affirms a policy of equal employment opportunity to all applicants, employees, and students without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, disability, genetic information, and gender identification.