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## MIT Job Description

### Position Title: Job Connector Program Development Administrator

#### Position Overview

The Job Connector Program Development Administrator will work in direct partnership with the Job Connector Community Outreach Administrator to establish and manage a new organization – The Job Connector – which will help connect Cambridge residents to the region’s innovation economy.

As part of MIT’s Office of Government and Community Relations team, the Job Connector Program Development Administrator will proactively collaborate with a cross-section of stakeholders to develop and manage partnerships and programs in areas such as job readiness, skill training, career planning, apprenticeships, internships, and employment.

We are seeking a proactive and collaborative qualified professional who can thrive with a significant amount of autonomy, and share responsibility for the successful development and implementation of the Job Connector. The success of this program will rely on the effectiveness of the Program Development Administrator, and also in the combined efforts of this individual working with the Job Connector Community Outreach Administrator.

#### Principal Duties and Responsibilities\*

- *Coalition-Building:* Establish and manage productive working relationships with nonprofit and government partners, public officials, companies, community organizations, members of the MIT community, unions, residents, workforce development organizations, community colleges, and others, in order to lead the Job Connector in achieving its objective of connecting Cambridge residents with jobs and programs that will allow them to take advantage of the local innovation economy.
- *Program Development and Oversight:* Develop place-based workforce development strategies, leveraging existing resources and establishing independent programming to support the needs of Cambridge community members and the Kendall innovation economy. Build and manage Job Connector budget with Job Connector Community Outreach Administrator. Identify resources and funding opportunities within governmental and philanthropic organizations; and develop grant applications to support the planning and implementation of workforce development programs. Support program logistics and operations on location.
- *Strategic Planning:* With support from MIT’s Office of Government and Community Relations team- develop, implement, and monitor a strategic plan for the Job Connector. Leverage the Job Connector Community Outreach Administrator to develop communications and branding strategies to optimize the Job Connector’s visibility in the community. Plan, organize, and prioritize project and program deliverables to ensure successful and timely completion.
- *Evaluation:* Develop and track program metrics; generate reports; evaluate, recommend, and implement future program operational changes/enhancements.
- Perform other duties as assigned.

#### Supervision Received

Supervision is provided by the Co-Director of MIT’s Office of Government and Community Relations.

#### Supervision Exercised

Together with the Job Connector Community Outreach Administrator, shares supervision for one administrative assistant.

#### Qualifications & Skills

Education: Bachelor’s Degree required, preferably in an education- or workforce development-related field.

Experience:

- Minimum of 5 years' workforce development and/or community organizing experience is required
- An understanding of Cambridge or similar urban communities, as well as the local workforce development landscape, is beneficial
- Knowledge of the area's tech and biotech industry, and the innovation economy, is a plus
- Background in social justice work is preferred
- Must be able to work effectively in a pressured, fast-moving environment; prioritize, track, and implement multiple schedules and projects simultaneously
- Strong skills in leading meetings, convening people for productive dialogue, deep listening, and developing shared objectives and goals
- Ability to successfully execute initiatives through collaborations with multiple stakeholders and via complex partnerships
- Excellent financial, organizational, customer service, strategic planning, interpersonal, and written and verbal communication and presentation skills
- Ability to work independently with minimal supervision, and as part of a close-knit team.
- Knowledge of MIT is a plus

\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.