



Regional Workforce Development Manager

Location: MassHire Cape & Islands Workforce Board (CIWB)

Reports To: Executive Director and Youth Services Director

Position Overview:

The CIWB is seeking a talented and motivated individual to serve as a **Regional Workforce Development Manager**. This senior-level role offers a unique opportunity to provide programmatic support and guidance for both sector-based and youth-focused workforce initiatives across the Cape & Islands region.

The ideal candidate will possess strong program management, data analysis, and stakeholder engagement skills, as well as a passion for advancing workforce and economic development. In this role, you will support the expansion of our thriving youth internship program, promote career pathway education within priority sectors, and contribute to the success of healthcare and sector-specific workforce initiatives.

This dynamic role requires a blend of skills, including customer service, data entry, program development, and grant implementation.

Key Responsibilities:

- Communicate effectively with a wide range of stakeholders, including youth interns, employers, community partners, state agencies, and workforce professionals
- Strengthen and improve existing program administration systems
- Represent CIWB at local and statewide meetings, industry briefings, and training sessions
- Support the development and execution of Requests for Proposals (RFPs), including the review process
- Collaborate with CIWB staff, youth counselors, and board members to advance program goals

Required Knowledge, Skills, and Competencies:

- Proficiency in Microsoft Office 365
- Experience using CRM systems, including Salesforce

- Background in workforce development, career services, or the public sector
 - Strong research, quantitative, and analytical skills
 - Knowledge of and/or interest in youth workforce development
 - Excellent written communication and document editing skills
 - Meticulous attention to detail
 - Ability to work independently and as part of a collaborative team
 - Effective problem-solving and decision-making skills
 - Ability to manage multiple tasks simultaneously
 - Working knowledge of budgeting, invoicing, and payment processes
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Minimum Qualifications:

- Minimum of 5 years of experience in workforce development or a related field
 - Bachelor's degree preferred
 - Ability to travel within Massachusetts; valid driver's license required
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How to Apply:

Qualified candidates should submit a **resume and cover letter** to info@masshire-capeandislandswb.com.

MassHire Cape & Islands Workforce Board is an equal opportunity employer. We encourage individuals from diverse backgrounds, experiences, and abilities to apply.