# JOB POSTING – District 1199C Training & Upgrading Fund

**Job Title:** “All Learning Counts” Program Manager **Type of Employment:** Full-time (35 hours/week)

**Supervisor:** College & Career Readiness Director **Department:** College & Career Readiness


**Position Summary:** The primary responsibility of the Program Manager is to manage student enrollment into, progress through, and completion of college credit-conferring coursework under the umbrella of the “All Learning Counts” initiative of the District 1199C Training & Upgrading Fund. “All Learning Counts” is a Lumina Foundation-funded national initiative to support projects which award college credit for “non-traditional” learning.

The District 1199C Training Fund – a non-profit, labor-management workforce development partnership – will work with our union partner (District 1199C Hospital & Health Care Workers, AFSCME, AFL-CIO) and Mountwest Community & Technical College to develop and grow an industry-contextualized degree completion program for our affiliated union members and, eventually, other workers and jobseekers. Building on our experience in the apprenticeship system, the Training Fund will work with Mountwest to award college credit, leading to Associate’s Degrees in Allied Health, for a combination of: classroom instruction, work-based and on-the-job learning, demonstrated prior experience/competency mastery, and career-informed portfolio development/assessment. Mountwest will verify the quality of the Training Fund’s curricula and assessments, including assessments of work experience, up-front and prior to certifying the Training Fund as a partner qualified to recommend the application of transcript credit. All Mountwest degree credits will articulate fully with Health Information, Healthcare Administration, and other Bachelor’s programs at Philadelphia’s Peirce College.

The Training Fund and Mountwest are part of a growing coalition of unions and labor-management partnerships working nationwide to resurrect some of the best work of the National Labor College in making quality distance education and credit for non-traditional, non-institutional learning available to working people across the US. The Training Fund will have a major role to play in expanding this partnership through our network peer education/training funds in the health sector.

Administrative duties, especially data tracking and reporting, are also included as part of the position. The position also involves travel to employer and partner sites, some of which are more easily reached by car.

**Essential Functions and Responsibilities:**

**Manage all elements of “All Learning Counts” Program:**

* Lead development and finalization of Memoranda of Understanding and articulation agreements with Mountwest Community & Technical College (*in process*) and four-year higher education partners to qualify “All Learning Counts” students for college credit, post-secondary certificates, Associate’s Degrees, and Bachelor’s Degrees.
* Develop program communications plan and promotional materials for distribution to District 1199C union members covered by the Training Fund benefit. Implement communications/promotional plan for members, joining other Training Fund staff at worksites, delegate’s assemblies, etc. with live, in-person registration for interested members.
* Support colleagues in offering recruitment and case management to participants in college credit, certificate and Associate’s Degree programming via District 1199C Training Fund/Mountwest Partnership. Recruitment entails assisting with outreach to District 1199C union facilities and other partner agencies, conducting information sessions for interested candidates, conducting interviews, and developing degree pathway plans for accepted participants.
* Review participants’ educational and work histories, collecting relevant documentation and/or performing assessments to confer college credits while developing individualized educational pathways. Register participants into Mountwest student body and submit documentation for initial award of credits for prior coursework, experience, demonstrated competency, etc. Submit all additional required documentation to Mountwest for award of subsequent credit, tracking students’ progress towards their credit-bearing academic goals.
* Conduct upfront assessment of participants’ training and professional goals, and support participants in working with Career Coaches to develop plans to address barriers to success. Provide access to resources to assist with participants’ goal completion, make referrals to partnering agencies to help address student barriers, and develop mutually agreed upon strategies to address attendance issues to increase persistence.
* Provide support services to students, including life skills development such as: financial literacy or money management, creating/updating resumes and references, understanding classroom and/or employer expectations, development of time management, interpersonal communication, and critical thinking skills.

**Liaise with and support internal and external partners in implementing educational programming for “All Learning Counts” participants:**

* Collaborate with internal and external partners to commission curriculum development and/or revision in order to successfully transition all credential-awarding Continuing Education occupational training programs (Nurse Aide, Pharmacy Tech, Telemetry Tech, SPD Tech, etc. – including Bridge programming) onto a model that qualifies 100% of participants for Mountwest credits upon successful program completion. Monitor external partners for contract compliance and submit Pos to ensure on-time payment for services rendered.
* Assist College & Career Readiness Director and Employer & Career Services Director in planning and coordinating Bridge and Continuing Education programs for “All Learning Counts” participants, including support for scheduling and supervision of instructors.
* Assist Workforce Development Director and Apprenticeship Program Coordinators in planning and coordinating credit-bearing Technical Instruction for Apprentices, including support for scheduling and supervision of instructors.
* In collaboration with College & Career Readiness Director, identify faculty and schedule classes and workshops for “All Learning Counts” degree completion students.
* Serve as the primary contact and liaison for employers and partners. Develop and deliver presentations on programming for external partners.

**General Competencies:**

* Identify potential opportunities to sustain programming beyond the grant contracts. Implement program evaluation to support future programming.
* Prepare required reports for funders and supervisor.
* Coordinate expenditures with Accounting and submit POs for approval; ensure expenditures align with grant requirements.
* Maintain student and program records, including attendance, participant files, and additional reports, that may be required by the data administrator and/or the Executive Director. Ensure grant outcomes are met, and ensure all required data is entered into ETO and/or other mandated databases.
* Other duties as required.

**Qualifications:**

* Minimum of Bachelor’s Degree in education, counseling, social work or related field, with training or experience in educational/vocational counseling.
* 3-5 years’ related experience working with students; experience with adult learners preferred.
* Knowledge/experience of culturally-relevant curriculum development and/or review strongly preferred. Sensitivity in working with persons from disadvantaged populations, in crisis, and/or in transition; knowledge of community resources in order to make referrals to community resources/agencies and counseling/social work practices with high risk populations.
* Excellent documentation and organizational skills, and strong written and oral – including group – communication skills. Excellent interpersonal skills and a high level of social-emotional intelligence required.
* Experience/demonstrated ability to work collaboratively and flexibly across programs/departments in an educational or non-profit setting preferred.
* Ability to work occasional evening hours and travel throughout Philadelphia and (to a limited degree) the surrounding counties; access to car preferred.
* Strong computer skills: Microsoft Office Suite, Windows Operating System, and database software.

**Application deadline:** Wednesday, September 30th, 2019, to Peter Chomko (pchomko@1199ctraining.org), Grants & Special Projects Manager. Please provide a resume and a cover letter that articulates the applicant’s reasons for applying for the position, the applicant’s strengths related to carrying out the duties of the position, and identifying growth opportunities afforded by the position.

***Note:*** *This is a grant-funded position with a 2½-year term. It is the Training Fund’s intention to sustain this position beyond this term; the Program Manager will be expected to support the College & Career Director and Grants & Special Projects Manager in securing sustainable funding for this position.*