

## **EMPLOYMENT ANNOUNCEMENT**

### **Project Manager – Workforce Development**

#### **ABOUT US**

The Miguel Contreras Foundation (MCF), a nonprofit partner of the Los Angeles County Federation of Labor, is committed to empowering working Angelenos—particularly women, immigrants, and communities of color—by promoting equity through access to quality jobs and sustainable communities.

#### **POSITION DESCRIPTION**

The Project Manager – Workforce Development will oversee workforce development programs that connect underserved populations to high-quality jobs. This role will manage projects from inception to completion, including planning, stakeholder coordination, and program evaluation. Reporting to the Executive Director, this individual will play a vital role in aligning programs with the Foundation's mission to support economic equity and opportunity.

#### **ESSENTIAL RESPONSIBILITIES**

##### **Program Oversight:**

- Plan and implement workforce development programs with measurable outcomes.
- Develop strategic partnerships with unions, employers, and community organizations.
- Oversee participant recruitment and placement into job training or employment pathways.

##### **Stakeholder Engagement:**

- Serve as a liaison between program participants, employers, and stakeholders.
- Represent MCF at workforce forums, meetings, and community events.

##### **Data and Reporting:**

- Track program metrics, including participant enrollment, job placements, and training completion.
- Prepare performance reports and presentations for funders and leadership.

##### **Strategic Development:**

- Conduct labor market research to identify emerging industry trends and job opportunities.
- Design innovative workforce solutions, including apprenticeship programs and career pathways.

### **Compliance and Administration:**

- Ensure adherence to program budgets and grant compliance requirements.
- Supervise program staff and provide mentorship as needed.

### **QUALIFICATIONS**

#### **Required:**

- Bachelor's degree in business administration, Workforce Development, Public Administration, or a related field.
- 3+ years of experience managing workforce programs or similar community-focused initiatives.
- Strong project management, communication, and organizational skills.

#### **Preferred:**

- Experience with grant-funded programs and compliance.
- Familiarity with union practices or apprenticeship models.
- Bilingual (Spanish preferred).

### **BENEFITS OF EMPLOYMENT**

MCF is a leader in providing equitable salaries and benefits and a supportive working environment that fosters the long-term leadership development of its team members.

- Starting at \$85,000 (commensurate with experience)
- Generous Medical/Dental/Vision/Retirement Benefits/Life/Disability
- Generous Paid Time Off/Family Leave
- \$1,850/year car insurance/car repair stipend
- \$500/month transportation stipend
- \$120/month technology stipend

It is the policy of the Miguel Contreras Foundation to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status about public assistance, veteran status, or any other characteristic protected by federal, state or local law.

**To Apply:** Please send your cover letter, required and resume, required to: **al@miguelcontrerasfoundation.org**, with the subject "Project Manager".