



**Office of Human Resources  
Job Description**

**Title: PROJECT MANAGER – WORKFORCE DEVELOPMENT 2008**

**Position Profile:**

Under the direction of the Dean of Workforce and Economic Development (WED), the Project Manager will plan, organize and implement multiple grant activities; work collaboratively with the Dean and the Associate Dean of CTE; outreach to partner ROCs, high schools and community colleges' instructors, administrators, counselors and career centers; and create partnerships and enhance collaboration between local business partner to align WED programs at Santa Monica College.

**Primary Duties and Responsibilities:**

*(Examples of key duties are interpreted as being descriptive not restrictive.)*

The Project Manager will manage the day to day activities and services of these major duties and responsibilities. Specific responsibilities include:

- Plan, organize and implement grant activities;
- Establish and manage a detailed project plan with timelines and priorities;
- Meet all grant requirements, accountability and compliance measures;
- Develop and work with grants office, write grants for Workforce and Economic Development;
- Create and maintain databases of business partners' contact information;
- Create summaries based upon existing industry scan reports, targeting different audiences;
- Continuously learn about Workforce initiatives, legislation, innovative projects, and available resources that could further the WED department;
- Create efficient and profitable Community and Contract Education opportunities for SMC;
- Evaluate activities and seek continuous improvement;
- Make changes to projects and marketing plans, as needed, to improve performance and efficiency;
- Track activities and outcomes for reporting and audit purposes;
- Prepare monthly, quarterly, and year-end activity reports;
- Monitor grant budget and expenditures;
- Operative a variety of office equipment including a computer and assigned software
- Perform related duties as assigned.

**Qualifications – Education and Experience:**

The qualified candidate must possess a Bachelor's Degree in Marketing, Business, Education or related field. Ten years of experience including direct responsibilities in marketing, outreach and partnership development. Experience in education, grants, and economic and workforce development preferred.

**Qualifications – Skills, Knowledge and Abilities**

Leading candidates will have:

- Principles and practices of marketing;
- Principles and practices of project management;
- Educational institutions and systems in California;
- Budget preparation and control;
- Operation of a computer and assigned software (e.g., Microsoft Office, software applications for desktop publishing, project management and database management);
- Work using excellent organizational skills;
- Work on multiple projects and meet deadlines;
- Work independently with little direction;
- Plan and organize work with attention to detail;
- Establish and maintain cooperative and effective working relationships with others;
- Write clearly, concisely and effectively;
- Customize writing style and design to different target audiences
- Conduct marketing and outreach activities;
- Develop relationships with various types of organizations and individuals;
- Make effective presentations;
- Take initiative, create new ideas or improvements and bring them to fruition;
- Ability to use technology for e-marketing (e.g., updating website and using web-solutions for the implementation of the grant);
- Communicate effectively both orally and in writing;
- Ability to work with a diverse group of individuals, including faculty, counselors, administrators, students, and industry representatives.