



BRNEDD Workforce Development Program Manager

Independent Contractor Position

Job Title: Program Manager

Reports To: Executive Director

Job Type: Independent Contractor (Contract-Based)

EMPLOYMENT TERMS:

This is a **contract-based, independent contractor position**. The contract will be for a **2–3-year term** with renewal **each year**, contingent upon performance and funding availability. The position is **not a salaried staff position** but is designed to **support the execution of BRNEDD’s Workforce Development initiatives** through a structured contract.

POSITION DESCRIPTION:

The **Workforce Development Program Manager** is responsible for **developing, implementing, and managing** workforce training programs, securing partnerships, and ensuring compliance with **Delta Regional Authority (DRA) grant requirements**. The program focuses on **career pathways in high-demand industries** and **facilitating internships and job placements** for individuals seeking **career or technical education**.

The program serves individuals in **Baton Rouge North, Scotlandville, Baker, Zachary, Central, and surrounding areas**, targeting:

- ✓ **High school graduates and college graduates**
- ✓ **Dislocated workers and career changers**
- ✓ **High school dropouts (ages 16-24) interested in technical training**
- ✓ **Individuals transitioning into new careers**



The Program Manager will work **in partnership with Southern University A&M College**, employers, and community organizations to develop a **sustainable workforce ecosystem** that connects participants with **certifications, employment, and industry-recognized credentials**.

The **ideal candidate** will be **data-driven** and have **strong program management experience, grant compliance knowledge, data tracking expertise, and the ability to build strategic partnerships**.

DUTIES AND RESPONSIBILITIES:

1. Program Development & Implementation

- **Develop and oversee** workforce training programs, including the National Center for Construction Education and Research (NCCER) training program.
- Establish a **National Electrical Code Licensing test preparation course and Non-Destructive Testing training program** in collaboration with **Southern University A&M College**.
- Implement **career pathways in solar, wind, EV charging, and industrial trades**.
- Work with **Southern University's Departments of Engineering, Business and Public Policy, Nursing and Allied Health, and Agriculture** to align training with **industry needs**.
- Ensure participants have access to **wraparound services** (childcare, transportation, financial assistance, and career coaching).
- **Track participant progress and outcomes** to measure engagement, completion rates, and employment success.

2. Workforce Ecosystem Building & Community Outreach

- Conduct **outreach and recruitment** efforts to attract **target participants**, with a focus on **underrepresented and economically disadvantaged groups**.
- Develop and maintain **partnerships with high schools, technical colleges, community colleges, and workforce boards** to create a **talent pipeline**.
- **Engage employers, trade organizations, unions, and government agencies** to facilitate **internships, apprenticeships, and job placements**.
- Organize **career readiness workshops, mentorship programs, and networking opportunities**.

3. Internship Coordination & Job Placement

- Secure **internship and apprenticeship opportunities** with industry partners.



- Work closely with **employers to identify workforce needs and align training programs accordingly.**
- Partner with **Southern University's Career Services** to provide **resume-building workshops, interview prep, and professional development.**
- **Establish post-program tracking** to monitor job placement and career progression of graduates.

4. Compliance & Grant Management

- Ensure compliance with **Delta Regional Authority (DRA) grant requirements** and federal workforce policies (**WIOA, Buy America Act, OMB Uniform Guidance**).
- Maintain **detailed records of participant progress, financial expenditures, and program performance** for compliance audits and reporting.
- **Work closely with auditors and financial teams** to provide **accurate and transparent documentation.**
- **Ensure all program activities align with funding requirements** and performance goals.

5. Data Management & Performance Tracking

- **Track key performance indicators (KPIs),** such as:
 - **Certifications obtained**
 - **Internships facilitated**
 - **Job placements**
 - **Participant demographics and retention rates**
- Maintain a **structured data collection system** to support grant reporting.
- Submit **quarterly performance progress reports (SF-PPR) and bi-weekly updates** as required by the grant.
- **Monitor and evaluate program effectiveness, making data-driven improvements as needed.**

6. Financial & Contractual Responsibilities

- Manage **program budgets, contracts, and reimbursement claims.**
- Ensure **subcontractor and vendor agreements** comply with **grant requirements and procurement policies.**
- Oversee financial compliance, including **cost-sharing, in-kind contributions, and required matching funds.**
- Prepare **all necessary documentation for audits and site visits.**
- **Submit the Financial Report SF-270** as required.

7. Stakeholder Engagement & Graduation Ceremony Planning



- Plan and execute a **graduation ceremony** for program participants, involving **industry leaders, employers, and community stakeholders**.
 - Present program outcomes to **funders, policymakers, and economic development leaders**.
 - Develop **an alumni network** to track **post-program career success and engagement**.
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POSITION QUALIFICATIONS

Education:

- Bachelor's degree in **renewable energy, environmental science, economics, business management, engineering, workforce development, social sciences, or public policy**.
- **Master's degree (preferred) in a related field**.

Experience:

- **2+ years of experience** in program management, workforce development, or economic development.
- **Experience with data tracking, grant compliance, and financial reporting**.
- **Proficiency in workforce analytics tools** such as **Microsoft Power BI, Tableau, SQL databases, or similar platforms**.
- **Ability to use statistical tools** (e.g., Python, R, Excel) to forecast workforce outcomes and inform decision-making.
- **Familiarity with workforce development platforms and CRM systems** (e.g., Salesforce, Zoho).
- **Demonstrated success in securing employer partnerships and managing workforce programs**.

Skills & Competencies:

- ✓ **Project Management** – Ability to oversee program implementation from start to finish.
- ✓ **Data Tracking & Compliance** – Experience with **grant-funded workforce programs and performance reporting**.
- ✓ **Industry Knowledge** – Understanding of **energy, construction, and skilled trades**.
- ✓ **Community Engagement** – Strong relationship-building skills with **schools, employers, and workforce boards**.
- ✓ **Financial & Contract Management** – Knowledge of **budget tracking, cost-sharing, and procurement compliance**.
- ✓ **Workforce Policy & Regulatory Knowledge** – Familiarity with **WIOA, OMB Uniform Guidance, Buy America Act, and other federal workforce policies**.



- ✓ **Strategic Planning & Leadership** – Ability to scale programs and manage partnerships.
 - ✓ **Strong Communication & Facilitation** – Excellent oral and written communication skills.
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APPLICATION PROCESS

Interested applicants should submit:

- ✓ **A cover letter expressing interest and qualifications**
- ✓ **A detailed résumé with references**

Email applications to: **April Hawthorne, Executive Director**, at april@brnedd.com.

This is an **independent contractor position**, and the selected candidate **will not receive employee benefits or civil service tenure**.

BRNEDD is an **equal opportunity employer**, committed to a diverse and inclusive workforce.