



**International
Institute of
New England**

Job Training Alliance (JTA) Executive Director

Reports to: JTA President

Salary: \$40,000-43,000/Part-time

Status: Exempt; Part-Time to Full-Time Available; Flexible Schedule; Hybrid Work Environment

Overview:

The Job Training Alliance (JTA) is an enthusiastic network of greater Boston community-based workforce development organizations. JTA utilizes the combined power of member agencies to maximize and advocate for employment opportunities for low-income residents through sustained funding for workforce development.

The new JTA Executive Director position, currently part-time with the potential to move to full-time, will be responsible for strengthening the alliance's organizational infrastructure. The Executive Director proactively recruits new members, manages current members and memberships, networks with state and local legislators, and represents JTA with area stakeholders.

An ideal candidate for the JTA Executive Director position has deep and demonstrated expertise in job training; strong advocacy and leadership skills and experience; grant and contract development experience; is self-driven and can work independently; and will bring energy and drive to the work of supporting underserved, low-income communities. Candidates with the right attitude and passion, who may be less experienced in workforce development but are fast learners, are also encouraged to apply.

Qualifications

- BA in business development, education, or related field experience; MA a plus
- Adult workforce development management experience
- Legislative advocacy or community organizing experience
- Foundation and public contract proposal and budgeting experience

- Excellent interpersonal, organizational, and project management, agenda, and planning skills
- Outstanding communication skills including meeting facilitation, written, verbal, and presentation skills
- Solid administration skills: extremely well organized and detail oriented
- Demonstrated cultural competency and attunement to working across languages and cultures
- Ability to work in hybrid (both remote and in-person) environments and attend on-site meetings as necessary
- Bi-lingual and bi-cultural experience a plus

Duties, Responsibilities, and First Year Goals:

- Initiate a strategic planning process with a three-year time horizon
- Identify and recruit 3 to 5 new or former agency members as paying members of the JTA
- Create a formal structure for member communication, activities, meetings, and dues collection
- Coordinate JTA's response to industry and resource opportunities
- Identify and develop funding proposals; manage funded contracts and grants
- Create process to have all JTA member organizations complete the Job Quality Index
- Oversee relationship with paid government relations firm
- Explore formalization of the JTA (Incorporation, Request for 501c3 recognition)
- Create a member advocacy agenda, activities, and schedule
- Explore best practice training and education initiatives

JTA committed to creating a diverse workplace environment and encourages BIPOC (Black/Brown, Indigenous, and other People of Color) applicants to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

To apply, please submit a cover letter and resume by email no later than March 30, 2022, to:

ED-opportunity@jobtrainingalliance.org

