



JOB TITLE: Workforce Education Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Strategy & Alignment

LOCATION: Flexible

JOB SUMMARY:

The Statewide Workforce Education Manager supports statewide implementation and coordination of Workforce Pell capacity-building activities across participating Mississippi community colleges. This position serves as a central point of coordination among AccelerateMS, participating institutions, workforce system partners, employer partners, and other state stakeholders to support effective operationalization of Workforce Pell. The coordinator assists colleges with implementation planning and readiness, coordinates technical assistance, troubleshoots institutional implementation challenges, and supports alignment between Workforce Pell programs and Mississippi's broader workforce and education systems.

ESSENTIAL JOB FUNCTIONS:

- Coordinate statewide Workforce Pell implementation activities across participating Mississippi community colleges.
- Serve as a primary point of coordination among AccelerateMS, participating institutions, workforce system partners, employer partners, and other state stakeholders involved in Workforce Pell implementation.
- Assist colleges with Workforce Pell implementation planning and readiness activities, including identifying milestones, dependencies, barriers, and technical assistance needs.
- Support institutions in operationalizing Workforce Pell requirements within existing workforce training, financial aid, student services, data, and administrative processes.
- Maintain a statewide view of institutional implementation progress and identify issues that could delay program approval, launch, enrollment, reporting, or successful implementation.
- Coordinate technical assistance activities and connect participating institutions with appropriate state, federal, peer, or subject-matter resources.
- Facilitate regular meetings, working sessions, and implementation discussions among participating institutions and partners.
- Support institutional implementation troubleshooting and elevate policy, systems, funding, or operational barriers requiring state-level attention.
- Identify common implementation challenges across institutions and coordinate statewide solutions where appropriate.

- Facilitate coordination among consortium colleges, workforce system partners, and employer partners to strengthen program implementation and alignment.
- Support alignment of Workforce Pell programs with Mississippi's priority occupations, employer demand, credentials of value, and broader workforce development strategies.
- Support coordination between Workforce Pell and relevant state workforce and education initiatives, data systems, funding streams, and programs.
- Track implementation milestones, technical assistance needs, institutional progress, emerging risks, and unresolved issues and provide regular updates to AccelerateMS leadership.
- Assist with development of statewide tools, templates, guidance, implementation resources, and common processes that improve institutional readiness and reduce duplication.
- Support collection and validation of information necessary to understand implementation progress, participant outcomes, employer alignment, and statewide Workforce Pell performance.
- Document lessons learned and promising practices and support the transition of successful implementation approaches into sustainable institutional and statewide operations.
- Assist participating institutions with sustainability planning as grant-supported implementation activities decrease during Years 3 and 4.
- Perform other duties related to Workforce Pell implementation, workforce education and alignment, and statewide capacity building as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent verbal and written communication skills.
- Strong project management and implementation skills, including the ability to coordinate multiple institutions and workstreams simultaneously.
- Ability to build productive relationships across community colleges, workforce organizations, employers, state agencies, and other partners.
- Strong problem-solving skills and the ability to identify operational barriers and move partners toward practical solutions.
- Ability to translate complex federal, state, and institutional requirements into clear implementation steps.
- Strong facilitation, organizational, and presentation skills.
- Ability to track deadlines, milestones, documentation, and follow-through across multiple partners.
- Ability to analyze information and use data to identify implementation gaps, risks, and opportunities for improvement.
- Proficiency in Microsoft Office suite and related program software.
- Commitment to confidentiality and professionalism.
- Ability to work independently and collaboratively in a statewide environment.
- Ability and willingness to travel throughout Mississippi as needed.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Experience in workforce development, higher education, community colleges, financial aid, education administration, economic development, or a related field required.
- Experience implementing complex programs or initiatives involving multiple organizations or partners preferred.

- Familiarity with short-term workforce training, noncredit education, financial aid, workforce funding, or federal education and workforce programs preferred.

To apply for this opportunity, please send a cover letter and resume, including the information below, to Blaise King at bking@acceleratems.org. The job will remain open until filled.

- Name, address, telephone number, and email
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific prior experience and skills related to the job
- Brief narrative describing interest in and qualifications for the role
- Pertinent degrees, licenses, and/or certifications
- References (typically three references with contact information)