



JOB TITLE: Program Manager, MS-SHIPS

FLSA STATUS: Exempt

REPORTS TO: Deputy Director of Post-Secondary Strategy

LOCATION: Flexible

EFFECTIVE DATE: January 1, 2023

SUMMARY:

This position manages daily activities related to the MS-SHIPS Consortium and coordinates all activities required by the grant deliverables and the Office of Workforce Development (AccelerateMS) to meet office goals and result in productive outcomes for the state of Mississippi. The main duties include strategic direction of various programming and activities to meet the desired mission of connecting and preparing more Mississippians for high-quality shipbuilding and defense manufacturing careers through partnerships with educational and training entities, economic developers, communities, governmental agencies, and non-profit partners. Position serves as a key point-of-contact for members and affiliated parties, monitoring timelines, and deliverables. Key responsibilities include management of sub-awardees to ensure grant deliverables, timelines, and metrics are met. Successful candidates will be detail-oriented, organized, proactive, and able to keep pace in a fast-moving environment.

ESSENTIAL JOB FUNCTIONS:

Program managers are responsible for overseeing the development of programs that support the organization's main objectives. The essential functions include, but are not limited to the following:

- Lead the planning and implementation of program-related work, including but not limited to:
 - Development of detailed plan(s) and documentation to monitor and track the progress of the program
 - Measure program performance using appropriate program management tools, and when necessary, adapt scope, timelines, and costs to ensure that program team adheres to program requirements
 - Coordinate with internal and external parties for the execution of program(s)
 - Track program costs to ensure adherence to budget requirements
- Build, strengthen, and maintain relationships between clients and stakeholders
- Solve administrative problems as they arise for our partners to ensure they are motivated to continue participating in programs
- Provide edits and enhancements to existing administration materials and create new materials to improve current processes
- Provide technical updates on a regular basis to stakeholders regarding strategy, adjustments, and progress

KNOWLEDGE, SKILLS & ABILITIES:

- Understanding of the Defense Industrial Base
- Critical thinking and ability to demonstrate high-level problem-solving techniques
- Interpersonal skills to work collaboratively with a diverse group of individuals and groups, including the ability to effectively resolve conflicts
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle coordination among partners, among other tasks
- Ability to schedule and manage tasks effectively
- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative, and sound judgment
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint, Teams, and Outlook
- Ability to work independently
- Ability to implement a project and see it to its completion

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree
- Minimum 3 years' relevant project management related experience

To apply for this opportunity, please send a cover letter and resume, including the below information, to maryannmyers@acceleratems.org, before 5:00 PM CST on December 1, 2022.

- Name, address, telephone number, and email
- Desired job
- Desired salary
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (Typically, three references with contact information)