**Pathways Southwest TN Project Manager**

Job Responsibilities:

1. Advance the statewide mission to provide Tennessee students access to academic/career pathways which are interlinked with regional labor market needs

2. Work with senior representatives and elected officials from local governments, diverse industry sectors, local education agencies, postsecondary institutions, and other target markets to build seamless education-to-career learning pathways in regional priority industry sectors

3. Serve as a neutral, trusted broker in linking forces between schools, postsecondary institutions, and employers engaged in building and sustaining career pathways

4. Convene stakeholders in Southwest Tennessee around a common vision for career exploration, preparation, and success

5. Facilitate the development and implementation of a regional multi-year strategic plan, annual SMART goals, and an annual project plan aligned with the Pathways TN framework; monitor progress in attaining these goals and report on a prescribed schedule to state, regional, and local partners

6. Coordinate, link and align the work of the region’s education systems, employers, community organizations, and state agencies involved in workforce development

7. Facilitate the planning and implementation of sequenced work based learning opportunities

8. Serve as project manager to oversee expenditures of grant funds awarded to SWTDD through state and federal programs for Pathways Southwest TN

9. Serve as staff resource for committees, work teams, leadership councils, etc., organized to carry out Pathways programs under SWTDD

10. Participate in local, state and national opportunities as the regional representative of Pathways Southwest TN

11. Perform other functions and/or responsibilities as mutually agreed upon in the Memorandum of Understanding annually executed between Pathways TN and Southwest TN Development District

Necessary Qualifications

Graduation from an accredited four year college or university, or comparable work-related experience in economic development, grant administration, public policy, or career & technical education; strong organizational, interpersonal, communications, and administrative skills to provide knowledge of, and competencies in:

1. Engagement with local, state and federal leaders in education, industry, and government on a professional and peer level

2. Local, state, and federal education, labor, economic development, and social service programs related to the goals and priorities of Pathways Southwest TN

3. The ability to formulate and communicate branding, messaging and other communication to target markets; strong verbal and written skill sets

4. The ability to facilitate meetings in an organized and effective manner that leads to strong outcomes and action items

5. Grant application, record keeping and documentation required for compliance, across various funding sources

6. Accounting and auditing policies and procedures related to grants and other funding sources and lead entity administration

7. The ability to compile and analyze detailed statistical information

8. The ability to maintain detailed and complex information in an organized and accessible manner