



May 26, 2022  
2022

## Job Announcement

The following position will work exclusively on the implementation of the HDCI program, and will be full-time employees of TCSG with regular state benefits:

### HDCI Program Manager, Office of Workforce Development

Salary range: \$65,000 – \$80,000 (Commensurate with education & experience)

Location: 1800 Century Place, Suite 150, Atlanta, Georgia 30345

The position is open to all applicants who meet the minimum qualifications below.

The HDCI Program Manager is responsible for supporting the statewide implementation and oversight of the High Demand Career Initiative (HDCI) Program for the Technical College System of Georgia's (TCSG) Office of Workforce Development (OWD). This position will work under the direction of OWD's Business Services Director.

#### **RESPONSIBILITIES:**

##### **Program Management:**

- Supporting the development and implementation of the State of Georgia's *High Demand Career Initiative*;
- Writing and developing program guidance and implementation materials;
- Developing and maintaining program timelines and milestones;
- Supervising staff dedicated to the HDCI program;
- Overseeing the program contract development and execution process;

##### **Stakeholder Engagement:**

- Serving as OWD's liaison to internal and external stakeholders, including state agencies, regional and local workforce and apprenticeship organizations, etc.;
- Convening stakeholder meetings with representatives of business and industry and education partners;
- Promoting Registered Apprenticeship & related opportunities to business and industry in Georgia;

##### **Program outreach and reporting**

- Developing marketing materials related to the HDCI program and apprenticeships;
- Planning public events related to workforce programs;
- Developing training and information sessions on the HDCI program;
- Developing formal reports and data collection for the HDCI program; and
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Associate's degree required in a course of study related to the occupational field **\*and\*** Three (3) years of related work experience

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree or higher in a course of study related to the occupational field;
- Knowledge of the apprenticeships and workforce development programs;
- Experience with business engagement and/or economic development activities;
- Experience with public speaking or developing training seminars;

- Experience with project/program management;

#### **TECHNICAL COMPETENCIES:**

- Time and task management skills
- Basic computer skills and ability to adapt to job-related software programs
- Organizational skills
- Project management skills
- Superior oral and written communication skills
- Skills in interpersonal relations and customer service
- Decision making and problem solving skills

#### **HOW TO APPLY:**

Interested parties should apply at Team Georgia Careers, [Team Georgia Careers Website](#)

**Applications will be accepted until filled.** Due to an anticipated large volume of applications, only those who receive an interview will be notified of the status of the position.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (404) 679-1759.

*The Technical College System of Georgia is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).*