

**About TACC:**

The American City Coalition (TACC) is a 501(c)(3) organization based in Roxbury's Nubian Square. TACC works to establish multi-sector and multi-stakeholder collaborations to bring investments and resources into the community; these equity initiatives increase collective impact and actively thwart the status quo.

As a place-based organization, TACC focuses its work on Roxbury. Through community-based research, TACC identifies local needs and assets and then uses this information to develop responsive, effective programming and projects.

**About Roxbury Worx:**

Roxbury Worx is a Roxbury-focused workforce development initiative launched by TACC and partners in Fall 2022 with support from the Commonwealth's Executive Office of Housing and Economic Development that is bringing the untapped talent of Roxbury's hidden workers and middle-skills workers into the talent pipeline in three industries: Biotech/Life Sciences, Healthcare, and Green/Blue Tech.

By developing a Roxbury-focused workforce development model that is responsive to resident-identified barriers to accessing meaningful jobs, Roxbury Worx aims to change employer recruitment and retention practices, develop pathways to in-demand roles using existing educational assets, and engage more Roxbury residents in the workforce. By focusing on hidden workers and middle-skills workers, Roxbury Worx will change the narrative about Roxbury workers from one that is deficit-based (e.g., low-skills, low educational attainment) to one that is asset-based (e.g., unique capabilities, lived experience) and embraces the diversity and multiplicity of talent that exists in the community.

**Job Responsibilities:**

The Roxbury Worx Project Manager will be responsible for the successful planning, execution, and evaluation of the Roxbury Worx workforce development initiative. In collaboration with organizational leadership, the manager will be overseeing a team of three sector coordinators in the areas of life sciences/biotechnology, healthcare, and green/blue technology. The manager will report directly to the President & CEO.

The Roxbury Worx Project Manager will:

- In collaboration with the President & CEO, TACC staff, and other key stakeholders, develop and implement the work plan for Roxbury Worx;
- Manage project timelines, milestones, and deliverables; monitor project progress and address any issues or challenges that arise;
- Identify and assess workforce development needs and gaps in the life sciences/biotechnology, healthcare, and green/blue technology sectors;
- With President & CEO and Director of Policy and Partnerships, coordinate the work of sector coordinators to ensure alignment with Roxbury Worx project goals and objectives and other TACC initiatives;
- Provide regular updates and reports to the President & CEO, TACC staff, and project stakeholders on project status, achievements, and challenges;

- Provide guidance, support, and mentorship to sector coordinators to ensure their professional development and success; foster a collaborative and inclusive team environment that promotes innovation, creativity, and continuous improvement;
- Establish and maintain partnerships with key stakeholders, including industry leaders, educational institutions, government agencies, and community organizations;
- Collaborate with partners to identify, develop, and expand opportunities for workforce development activities, such as internships, apprenticeships, and training programs;
- Represent TACC at meetings, conferences, and events related to workforce development in the life sciences/biotechnology, healthcare, and green/blue technology sectors;
- Collect and contribute to analysis of data on key performance indicators and outcomes; maintain feedback loops with participants and partners;
- Prepare and present comprehensive reports to the President & CEO, Board of Directors, and other stakeholders on the progress and results of the workforce development initiative;
- Contribute to performance evaluations of sector coordinators;
- Contribute to project resource development; and
- Contribute to other TACC initiatives; other duties, as assigned.

**Qualifications:**

Candidates for this position should have:

- Familiarity with the Roxbury and Dorchester communities;
- Commitment to advancing racial equity coupled with some knowledge of Boston’s current racial inequalities;
- Knowledge of workforce development needs and challenges;
- Proven experience in project management, preferably in workforce development or related fields;
- Strong management skills with the ability to inspire and motivate a collaborative team of staff and partners and the ability to plan, organize, and coordinate effective activities that meet project outcomes;
- Excellent organizational and time management skills to manage multiple priorities and meet deadlines; flexibility to adapt to changing priorities and requirements;
- Excellent communication and interpersonal skills to collaborate effectively with sector professionals, educational institutions, and program participants;
- Curiosity, motivation, enthusiasm, and ability to work independently and as a member of a team;
- Educational requirements are flexible and could include a bachelor’s degree, master’s degree, or a combination of a high school diploma/previous work experience; and
- Multilingual skills are welcomed.

**Compensation:**

This is a new full-time, 40-hours-per-week position at 2136 Washington Street in Nubian Square. The position will require some evening and weekend work hours. Competitive compensation and benefits package including health, paid vacation, and other benefits.

**How to Apply:**

Please submit a resume and brief cover letter that explains your interest in the position to [admin@tamcc.org](mailto:admin@tamcc.org) with Roxbury Worx Project Manager in the subject line. Applications will be considered on a rolling basis.

**Questions:**

Your questions are welcomed. Please reach out to us at [admin@tamcc.org](mailto:admin@tamcc.org) or 857.308.3015.

*As an EOE/AA employer, TACC will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status, or any other factor prohibited by law.*