

Job Description:

Financial Services Talent Network (FSTN) Program Manager North
African American Chamber of Commerce Executive Staff Member

Classification: Full-Time – FSTN 80% AACCNJ Executive 20%
Grant Period: One-year
Hours: 8:30am – 5:00pm
Reports To: Director & Fiscal Officer
Location: AACCNJ, Trenton, NJ

Part of the Project Management job description includes a portion of duties (20%) be delivered to the AACCNJ. This outline will highlight the primary role of the Program Manager in addition to the secondary role as AACCNJ Executive Staff.

Summary of Responsibilities: Program Manager

The Program Manager will assist the Director with the day-to-day operations and duties of the Financial Services Talent Network and Scope of Work outlined in the NJ Department of Labor NGO. As Program Manager-North, you will work closely with the Director to establish and manage a fast-paced, highly efficient scope of services and duties, activities, education, and other outreach efforts to enhance awareness of the New Jersey Department of Labor's hiring incentive programs from Central to the Northern region of the state. Additional responsibilities include:

- Meetings with the state-wide Employers, NJ Department of Labor, One Stop Managers and Leaders, LWD-Business Representatives, Workforce Investment Board Executives, Freeholders, Chamber Executives, Financial Service Industry Leaders, Colleges, High Schools, Non-profit organizations and all other stakeholders
- Strategic planning of employer driven programs, activities and symposiums
- Assist in the creation of employer driven workforce training modules
- Implementation and delivery of employment and training workshops
- Special event coordination and planning
- Responsible for assisting with various job related tasks including: monthly budgeting, financial reporting, outreach evaluation and reporting, program evaluation, weekly reports, and data entry
- All job tasks must be completed in a timely and accurate manner

Essential Job Duties:

- Knowledge of workforce development models and sector strategies
- Engage in employer and jobseeker activities
- Build relationships with employers to secure training grants, industry insight, recruiting and resource objectives
- Educate Employers on NJ-LWD Hiring Incentives and Training Grants
- Work with co-colleagues and collaborate on all duties and activities
- Review all monthly invoices for appropriate reconciliation
- Provides information and assists the Director and Fiscal Agent with budget monitoring draw downs, state and county fiscal reporting, as well as state and county audit prep
- *Reliable vehicle for travel to implement state-wide initiative and program deliverables (**Travel 85% of outreach duties*)

Job Description:

Financial Services Talent Network Program Manager North

Skills and Abilities required (A *minimum of seven years' experience required*)

- Minimum of seven years in workforce development and Project Management
- Financial Services Industry knowledge + five years
- Business communications and presentation skills and ability to work both independently and with team
- Marketing and social media skills
- Comprehensive knowledge of fundamental accounting procedures
- Knowledge of budgetary processing
- Ability to gather and analyze data
- Ability to prepare technical reports and financial analyses
- Proficiency in MS Word, Excel, PowerPoint, Access and the Internet
- Familiar with accounting software (e.g., QuickBooks)

Education and Experience:

- Four year college degree
- Certification in Project Management or related field
- Two years' experience in sales, public relations or marketing
- Two years' experience in retail, county or state finance administration
- Any equivalent combination of education and work experience, which indicates a skills, knowledge and abilities to perform the duties, outlined above.

Condition of employment:

- ✓ Valid states Driver License
- ✓ Must be able to travel 85% with the state of New Jersey
- ✓ Not outstanding infractions, warrants, or tickets

AACCNJ Executive Staff: 20% - Report to President & CEO

Unique Duties/Responsibilities:

- Assist in supporting the mission of the AACCNJ and all internal functions including: organizational efficiency, revenue growth opportunities, membership benefits, outreach, program budgeting, and strategic planning. Chamber Executive must be available to attend:
 - Monthly Networking events
 - Annual Dinner
 - Small Business Dinner
 - WIB Dinner
 - Golf Tournament
 - After Hours Events
 - Qtrly Networking Event
 - Legislative Breakfasts/Lunches (approx. 6 per year)
- Assist with preparing membership and sponsorship proposals
- Provide schedule of events for inclusion in the Website and other media platforms
- Direct and coordinate all marketing of event with the assistance of the Director of Marketing & Communications
- Maintain RSVP list and record of payments
- Collect and or bill all payments in full prior to event for sponsorship & attendance. Follow up on any outstanding invoices related to sponsorships/registrations

While assigned to specific responsibilities, programs, and projects, each staff member is expected to assist whenever the need arises or help in areas that are deficient.