

**Texas Talent Program Manager (PT ACC Grant Funded)
Brazosport College**

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Posted Nov. 10, 2025, set to expire Oct. 31, 2026

Job Title	Texas Talent Program Manager (PT ACC Grant Funded)
Department	Education - Adult Education & Literacy (AEL)
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Nov. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Texas Talent Program Manager (PT ACC Grant Funded)

Posting Number: 70949

Position Type: Administrative/Staff

FTE: Part-time

Department: Education - Adult Education & Literacy (AEL)

Job Summary/Basic Function:

This Program Manager is housed at Alvin Community College. They will lead the implementation and

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oversight of the One-and-Done initiative, a targeted re-engagement effort for Opportunity Youth (ages 16-24) in Brazoria County. This position is responsible for managing recruitment, coordinating GED Bootcamps, overseeing wraparound services, supporting job placement, and ensuring compliance with grant requirements. The Program Manager will work closely with AEL leadership and staff to connect participants to Integrated Education and Training (IET) programs, cultivate partnerships, and monitor the program budget, expenditures, and allowable use of funds in accordance with grant guidelines.

- Manage day-to-day operations of the One-and-Done program, maintaining a timeline focused on recruitment, credential attainment and job placement.
- Lead outreach efforts using dropout rosters and testing center data. Work with AEL s Instructional & Curriculum Manager to develop intensive GED bootcamps tailored to near completers.
- Oversee individualized case management and access to wraparound supports such as transportation, childcare, and mental health referrals.
- Collaborate with AEL s Career Navigator to deliver Life Launch and Work Ready (Employment 101) workshops, provide career guidance, and assist students in transitioning into IET programs that align with in-demand occupations.
- Cultivate and maintain employer partnerships aligned with workforce needs and assist in coordinating the employer advisory committee.
- Facilitate job placement and work-based learning opportunities for participants and engage with ISDs and community partners to expand outreach and access.
- Track and report program outcomes, including enrollment, credential attainment, and job placement. Maintain accurate records and use data to inform program improvement and reporting.
- Monitor program expenditures, review invoices and purchase requests and ensure budgeted funds are used appropriately and within allowable cost categories.
- Perform other duties of a similar nature or level as assigned.

Minimum Qualifications:

- Bachelor's degree from a regionally accredited college or university.
- Budget experience, computer skills, and communication skills.
- Experience working with adult learners preferred.
- Bilingual (English/Spanish) skills strongly preferred.
- Demonstrated ability in working with culturally diverse populations.
- Excellent organizational, interpersonal, oral, and written communication skills.

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- Ability to work under stress, in a team environment, and meet strict deadlines.
- Ability to maintain confidentiality and exercise independent judgment.

Desirable Qualifications:

Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking.

Posting Date: 09/18/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 09/28/2025

Special Instructions to Applicants:

To apply, visit <https://employment.brazosport.edu/postings/4646>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Brazosport College

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