

**Workforce Program Development Lead
Northern Essex Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=268761>

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Posted Nov. 26, 2025, set to expire Mar. 20, 2026

Job Title Workforce Program Development Lead
Department Workforce Program Development Lead
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Nov. 26, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Vocational/Technical

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Job Description

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Workforce Program Development Lead

POSITION: Full-Time Workforce Program Development Lead (Staff Associate): Corporate and Community Education; Haverhill Campus; 37.5 hours per week; Non-Unit Professional Position.

This position is grant-funded and is contingent upon the availability of funding. Continuation of the position is dependent on ongoing grant support and may be subject to termination if funding is reduced or discontinued.

SUMMARY:

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The Workforce Program Development Lead will initiate the strategic research, design, and project management of high-impact workforce development initiatives. This role is focused on the innovation, launch, and pilot phases of new programs, creating scalable, industry-aligned training models that will transition to operational departments for ongoing delivery. Current initiatives include a Baseline Manufacturing Training Program and a Heat Pump and HVAC Training Program.

The Workforce Program Development Lead will be responsible for conducting market research, engaging stakeholders, designing curriculum frameworks, identifying resource needs, and coordinating cross-functional teams. This position will also cultivate employer and community partnerships, pursue funding opportunities, and develop implementation plans that ensure program sustainability and impact.

RESPONSIBILITIES:

Strategic Program Development (20%)

- Lead the end-to-end development of workforce training programs, from concept to launch readiness.
- Conduct labor market analysis, employer interviews, and competitive benchmarking to inform program design.
- Define program goals, success metrics, and implementation timelines in collaboration with internal and external stakeholders.
- Develop comprehensive program plans, including staffing models, instructional space requirements, equipment requirements, and procurement strategies.

Stakeholder Engagement & Partnership Building (20%)

- Build and maintain relationships with regional employers, workforce boards, and community organizations to ensure program relevance and support.
- Convene advisory groups and pilot partners to gather feedback and validate program design.
- Develop and execute outreach, recruitment, and marketing strategies to attract diverse student populations.

Curriculum & Instructional Design Coordination (20%)

- Collaborate with subject-matter experts and curriculum providers to select and adapt instructional content.
- Identify assessment tools and learning outcome frameworks to ensure instructional quality, balance of technical and durable skills, and industry alignment.

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- Coordinate with academic departments and instructional designers to prepare materials for operational handoff.

Student Recruitment, Enrollment and Support (15%)

- Develop and execute outreach, recruitment, and marketing strategies to attract diverse student populations.
- Identify and oversee the setup and delivery of comprehensive student support services, including academic advising, career counseling, and wraparound supports that address barriers to participation (e.g., childcare, transportation, financial insecurity, digital access).
- Create and implement a system to monitor and report on student progress, retention, and completions, implementing interventions and supports as needed.

Project Management, Reporting and Compliance (10%)

- Facilitate collaboration across departments, including facilities, finance, marketing, and student services.
- Track and report progress on program development milestones, stakeholder engagement, and resource planning.
- Manage program budgets and reporting requirements for grants and institutional funding, ensuring compliance with funding agency requirements and institutional policies.
- Prepare final program documentation, including curriculum outlines, partnership models, and launch plans.
- Prepare documentation and transition plans for operational teams responsible for ongoing program delivery.

Funding & Resource Development (10%)

- In collaboration with the Grants Development Office, identify and pursue grant opportunities and funding sources to support future program development.
- Develop budgets and resource acquisition plans for curriculum, equipment, and staffing.
- Ensure compliance with funding agency requirements and institutional policies during the development phase.

Other Duties as Assigned (5%)

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Job Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience in education, business development, workforce development, or a related field.
- Minimum of five years of experience in program development, strategic planning, or business development, preferably in a workforce or education setting.
- Proven ability to lead complex projects, manage cross-functional teams, and engage diverse stakeholders.
- Demonstrated ability to build and sustain employer and community partnerships.
- Strong analytical, communication, and organizational skills.
- Commitment to equity, access, and inclusive program design.

PREFERRED QUALIFICATIONS:

- Experience in advanced manufacturing, HVAC/clean energy, or technical training environments
- Experience working in a Community College
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY: Anticipated starting salary range is \$85,000.00 - \$90,000.00 annually with a complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE

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Contact Information

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

Contact

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