

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Grant Project Manager position. This is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [\[click here\]](#). The annual salary for this position is up to \$60,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to recruiter@OKcommerce.gov.

Review of applications will begin immediately. **The deadline to apply is Friday, February 26, 2021.**

POSITION:	Grant Project Manager
DIVISION:	Workforce Development
JOB LOCATION:	Oklahoma City
SUPERVISOR:	Sarah Ashmore
SALARY:	\$50,000 - \$60,000
JOB NUMBER:	J-718

POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:

The Grant Project Manager will provide project management, coordination, outcomes, and grant reporting for Oklahoma's three-year apprenticeship expansion grant. This position will coordinate and maintain the day-to-day activities required to achieve required project outcomes and milestones successfully. The Grants Project Manager will work with the Work-Based Learning team in the Oklahoma Office of Workforce Development (OOWD) to convene and coordinate cross-system efforts to expand and diversify apprenticeship opportunities in the State. The primary goals for this grant project include: Expanding the number of apprentices; Increasing the diversity of the types of apprenticeship opportunities and apprentices; and Integrating apprenticeship into state workforce development, education, and economic development strategies and programs.

The Oklahoma Office of Workforce Development (OOWD) houses the statewide workforce development initiative, Oklahoma Works, and is the administrative entity for the federal Workforce Innovation and Opportunity Act (WIOA) for the State of Oklahoma, and administrator of Title I funds to support programs for Adults, Dislocated Workers, and Youth. The Office supports the work of the Governor's Council for Workforce and Economic Development to align education and training with businesses' needs so that more Oklahomans can achieve the American Dream, and Oklahoma's businesses can have the talent they need to grow.

- Develop and carry out a strategic plan and build capacity to support and achieve grant goals
- Conduct outreach and communication activities for engaging industry, jobseekers, parents, educators, underrepresented populations, and other stakeholders
- Plan and execute partner engagement activities, including such things as partner roundtables, state summits, training events, and partnership development



- Facilitate employers' access to incentives necessary to support apprenticeship program development
- Ensure integration of apprenticeship program opportunities with WIOA activities, including coordination with the Eligible Training Provider List, OKJobMatch, programmatic enrollment, supportive services, and RAPIDS usage
- Carry out data collection, grant reporting, grant monitoring, and evaluation
- Coordinate all required data sharing and conduct quarterly and annual performance reporting as required by the U.S. Department of Labor
- Coordinate technical assistance and support, training, and capacity building for employers, partners, and initiatives
- Develop curricula and standards for Registered Apprenticeship Programs (RAPs)
- Completes all mandatory training and participated in a minimum of two professional development each year
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the state workforce system and a working knowledge of postsecondary education in Oklahoma; Apprenticeship model of training and a working knowledge of state industry trends; Interpersonal skills and relationship/team building; Facilitation and negotiation; Business operations and fast-paced, results-oriented culture; High-standards in professionalism
- Skill in presenting ideas effectively verbally and in writing; Facilitating effective meetings; Networking; Data analysis; Problem Solving; Project Management; Recordkeeping and administration; and general computer applications
- Ability to interact with local business owners, CEOs, and human resources managers of small, medium, and large-sized firms; Implement regional outreach efforts and meet grant program goals; Establish and maintain effective working relationships with people of diverse backgrounds, both internal and external to the organization
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures; Meet urgent deadlines with short-turnaround times in a highly political environment; Cultivate partnerships at the local, regional, and state levels
- Ability to be positive; Be willing to learn; Be willing to be open, equitable, and transparent; Evidences a history of demonstrating ethical and professional behavior

EDUCATION AND EXPERIENCE:

- A bachelor's degree in a related field from an accredited college/university or equivalent combination of education and experience is required.
 - Examples of related fields would include (but are not limited to) public administration, business administration, communication, public policy, etc.
- Minimum of 3-5 years' experience managing federal grant programs or projects involving responsibility for day-to-day project management, coordination, outcomes, grant reporting, and successfully managing stakeholder relationships.
- Must be adept at analyzing and interpreting data to form a strategy and evaluate outcomes.

AA/EOE

