



Education and Workforce Development Director

Statement of Duties

The Rhode Island Commerce Corporation seeks a candidate to assume the role of Education and Workforce Development Director to work with the Commerce Corporation and Executive Office of Commerce staff on education and workforce development policy and initiatives including the Pathways in Technology Early College High School (P-TECH) initiative.

Essential Functions

- Identify, engage, and recruit the Rhode Island high schools that will host P-TECH programs
- Identify and engage key state employers with pressing and relevant workforce needs
- Work with participating high school(s), community colleges, and companies to structure and align curricula
- Work to build and maintain buy-in and collaborative relationships between participating high schools, community colleges, and companies, and other business, government, academic, and non-profit stakeholders
- Conduct research on policies, programs, and approaches relating to economic and workforce development.
- Manage projects relating to the P-TECH initiative that forms partnerships between Rhode Island communities, employers, and higher education institutions.
- Prepare reports, presentations, and issue briefs for audiences internal and external to the Commerce Corporation and the Executive Office of Commerce.
- Duties as assigned.

Professional Qualifications

- At least one year of substantive professional experience and education related to public policy, with a strong emphasis on writing, analysis, and communications.
- Bachelor's degree (preferably in Public Policy, or related field.) Master's degree preferred.
- Excellent oral and written communication skills, ability to communicate the methods and results of complex and data-driven analyses succinctly and understandably to both internal and external stakeholders
- Ability to work independently and manage multiple projects
- Strong interpersonal skills to work effectively in a team environment

Please submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

The RI Commerce Corporation is an Equal Opportunity Employer