



Education and Workforce Development Director

To be considered for this position, candidates must submit a cover letter along with a professional resume

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, workforce development, and other economic 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.
- Manage projects relating to the P-TECH initiative that forms partnerships between Rhode Island communities, employers, and higher education institutions, including the maintenance for existing programs and launch of new programs.
- Communicate with stakeholders.
- Conduct research on policies, programs, and approaches relating to economic and workforce development, including as they related to COVID-19 recovery.
- Manage projects related to economic development and COVID-19 recovery.
- 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 related to public policy, with a strong emphasis on writing, analysis, and communications.
- Bachelor's degree (preferably in Public Policy or another relevant field.) Master's degree or additional professional experience 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.

To be considered for this position, candidates must submit a cover letter along with a professional resume, preferably via e-mail, to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

The Rhode Island Commerce Corporation (the "Corporation") is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.