

OAI JOB OPENING

Position Title:	Manager, Calumet Manufacturing Industry Sector Partnership (CMISP) <i>(Full time, Exempt)</i>
Department:	OAI Chicago Southland
Location:	208 Forest Blvd. Park Forest, IL
Flexible Hybrid:	work from home/Park Forest office/in community
Reports to:	Director, OCS
Oversees:	n/a
Salary:	\$58-62K per year

Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring and fun-loving. OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

Who Are You?

You're a relationship builder, mentor, and networker. You love working with other people and making connects to help others thrive. You are committed to community growth and being part of that change. If this is you, we need you to join our team!

The CMISP Manager at our OAI Chicago Southland Office, expands OAI's presence with Chicago Southland industrial, TDL, healthcare, and other growth industry employers. Responsible for coordination and management of the Good Jobs Chicago (GJC)/ Calumet Manufacturing Industry Sector Partnership (CMISP) program under the supervision of OAI Chicago Southland Director. Serves as a liaison between CMISP, Cook County Bureau of Economic Development, employers, schools and stakeholders in the manufacturing industry sector ecosystem to support 1) employers' understanding of workforce development and provide guidance and direction on how to be a good job employer 2) match employers' needs to job seeker needs, 3) translate existing resources and tools, and 4) Assist in promoting equitable workplaces and providing guidance to employers on Diversity, Racial Equity, Inclusion and Accessibility (DREIA) implementation.

Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities

- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement
- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

How To Apply?

To apply, submit cover letter describing your interest and experience along with your resume to oaihr@oaiinc.org

Responsibilities:

- Strengthen and maintain the Calumet Manufacturing Industry Sector Partnership (CMISP)
- Develop and maintain the documented mission and a scope of CMISP including: employer leaders, community partners, documentation of structure and scope of the sector partnership, in collaboration with employer members, employer member engagement in ongoing development of the sectoral partnership
- Coordinate all CMISP activities including: attend monthly convener calls, attend fiscal, programmatic, and sectoral partnership training provided by the Chicago Cook Workforce Partnership (The Partnership) and NEWS as appropriate, meet with NEWS to develop a plan for sector-specific support from central GJC partners, take the necessary steps to maintain/ strengthen a sector partnership
- Convene CMISP including: coordinate with CMISP business champions and partners to develop quarterly agenda and meeting topics, host convenings of all sector partnership employers and convening members at least quarterly, support and manage the workforce action committee
- Coordinate with the Cook County Bureau of Economic Development to develop a training needs assessment. Provide support, including technical assistance to CMISP members to ensure their participation.
- Responsible for management of all deliverables required by The Partnership for the GJC program
- Utilizing existing CMISP manufacturing industry sector partnership workforce tools and resources, assist employers in determining where they stand as related to good jobs and high-quality employment practices.
- Provide guidance and support to employers in addressing specific areas of growth needed to better support job seekers and existing employees
- Develop a plan to recruit new employers to join CMISP and orient them to CMISP framework, values, benefits and ROI and coordinate their ongoing involvement
- Identify and assess barriers to employment and work with CMISP convening agencies and other stakeholders to develop strategies for overcoming these barriers
- Provide training to CMISP company hiring managers and department heads to facilitate good jobs employment practices
- Monitor and record employer progress toward good jobs employment practices, including diversity in hiring and increased retention
- Develop and maintain relationships with community resources
- Coordinate activities that foster sustained relationships between employers and High Schools including liaison with other regional entities involved in this activity
- Coordinate closely with the Chicago Southland Economic Development Corporation to ensure seamless employer engagement across OAI programs

- Act as a liaison between OAI business account executives and employers to create employment opportunities for OAI job seekers
- Work with institutions of higher education to develop referral systems with employers for employees who need upskilling, support with financial aid, registration, testing, and other issues related to successful skills acquisition and next level jobs
- Prepare and submit all funders' reports in a timely manner
- Performs other duties as assigned

Minimum Knowledge, Skills, Abilities and Qualifications:

- Four-year college degree in a human services or related field preferred. Master's degree preferred
- Excellent oral and written communication skills
- Demonstrated ability to work successfully with employers, underserved populations, independent contractors, and other community stakeholders
- Strong project management skills with proven track record in leading complex projects that includes coordination with multiple partners and community stakeholders
- Demonstrated ability to manage and complete multiple projects and assignments accurately and within deadlines
- Three to five years' experience building and maintaining relationships across lines of difference
- Demonstrated knowledge of tools and resources as related to high quality employment practices
- Excellent leadership skills with three- five years' experience leading workforce development training programs
- Disciplined, self-starter with strong interpersonal skills: detailed oriented with excellent analytical and organizational abilities.
- Proficiency in MS Office including Word, Excel and PowerPoint and data management systems
- Bilingual (Spanish-English) is a plus
- Ability to travel throughout Chicagoland and have automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required

Equal Opportunity:

Diverse candidates are encouraged to apply.