

Position: Program Manager, Pathways Tennessee

**Tennessee Department of Education
Division of College, Career & Technical Education
Office of Pathways Tennessee (TN)**

Position Description

The Program Manager is responsible for daily oversight and support of the Pathways Tennessee statewide initiative and its corresponding statewide partners, in addition to the following duties:

Position Role and Responsibilities

Duties include:

1. Provide daily staff support for the Program Director around the implementation of the Pathways TN statewide strategic plan;
2. Provide support to identified Pathways TN intermediaries to expand pathways initiatives in key sectors of Tennessee;
3. Conduct research, and collect and analyze data as requested and required for the development, implementation and expansion of local pathways initiatives;
4. Provide technical assistance and program oversight for all identified Pathways TN partners around related curricula, work-based learning programming, and local/regional community-building across the state;
5. Develop and implement ongoing evaluative assessments and targeted growth for identified deliverables to gauge overall success of promoted partnerships; and
6. Develop statewide materials and templates for local pathways development and implementation.

The ideal Program Manager is outgoing, detail-oriented, creative, self-directed and wanting to take ownership for the continued support and growth of Pathways TN.

Education and Experience:

- Bachelor's degree or higher in relevant field
- Three years of experience in one of the following fields preferred, but not required:
 - Project management
 - Workforce development
 - Education program administration
- Experience leading projects with multiple stakeholders
- Very strong planning, organizational, and project management skills
- Very strong oral and written communication skills

Position: Program Manager, Pathways Tennessee

- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Judgment
- Courage
- Teamwork

Salary and Benefits:

The annual salary for this position is \$50,000-\$55,000 and is commensurate with qualifications. A comprehensive benefits package is included.

Reports to: Director, Pathways Tennessee and Industry Partnerships

Location:

Tennessee Department of Education
710 James Robertson Parkway, 11th Floor
Nashville, TN 37243

To Apply:

Please email the following to Nick.Hansen@tn.gov. Questions concerning this post may also be directed to Nick Hansen. Closing date for applications is Feb. 25, 2016.

- Cover letter describing your interest in the position
- A writing sample
- A resume or CV

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.