

**Northeast Advanced Manufacturing Consortium (NAMC)**  
**Notice of opening – Project Consultant**

NAMC is a partnership among the 4 Workforce Development Boards (WIBs) north of Boston (Metro North Regional Employment Board, Greater Lowell Workforce Development Board, Merrimack Valley Workforce Investment Board, and North Shore Workforce Investment Board), their affiliated One-Stop Career Centers, 4 Community Colleges (Middlesex, Northern Essex, North Shore, Bunker Hill), 9 Technical High Schools, and the advanced manufacturing community throughout the region.

NAMC's main mission is to understand the hiring needs (including the skill sets valued) of advanced manufacturers and then work with the academic community to develop and implement appropriate training programs. We also work with manufacturers to develop in-house training programs, registered apprenticeship programs, and supply chain networks.

We propose to contract out various projects related to our mission. These projects will be “time and deliverables” based and may be of varying lengths and complexities. Project Consultants will work under the direction of the Director, NAMC and will work closely with NAMC staff and with Workforce Investment Board Executives.

**Overall Job Summary: Support existing relationships, and** establish new relationships with northeast Massachusetts advanced manufacturing companies to ascertain and document their ongoing workforce and economic development needs. Work with their staff, relevant training providers, and others to develop mutual, executable commitments focused on incumbent manufacturing staff development and prospective employee recruitment, training, and hiring to ensure sustainable advanced manufacturing regional job growth. The Project Consultant will report to the NAMC Director, who in turn reports to the Executive Directors of the four WIB regions in the northeast area of Massachusetts, and is accountable to the business leadership of NAMC. Under their direction, the Project Consultant will work to creatively and collaboratively support efforts to maintain and expand manufacturing in northeastern Massachusetts. The Director and the Project Consultant will develop specific project plans including clear project deliverables.

**Projects contemplated – consultants responding to this request can chose any or all of the following activities based on interest level and areas of expertise.**

- 1. Manufacturing Company Relationships:** Develop professional relationships with manufacturing companies in the region, primarily by on-site meetings with company leadership, listening to and ascertaining their employee development requirements and training needs. Work with advanced manufacturers that provide living wages, career paths and employment ladders. Engage them in NAMC and market the value of the consortium in addressing a broad spectrum of industry needs. – goal: at least 100 new company relationships over the course of the contract period
- 2. Advanced Manufacturing Training Programs:** The Project Consultant will work with WIB, Career Center and training staff to plan and develop effective responses that address advanced manufacturing needs. Create mutual agreements between manufacturing employers, the WIBs, education and training providers and others to address business skill demands and expand the available labor force. goal – to be determined as training programs are implemented and evaluated,
- 3. Labor Market Information:** Assist in researching and interpreting labor market and other relevant data that describes manufacturing industry developments and provides direction in the improvement of regional workforce development activities. Provide industry intelligence and guidance to NAMC, other interested partners, job seekers and the industry itself. – goal - to be determined as programs are implemented and evaluated

- 4. Develop Apprenticeships:** Work closely with NAMC, WIB staffs, and state agencies to expand manufacturers' participation in the Massachusetts Apprenticeship Initiative (MAI). Help companies navigate the processes necessary to register new Apprentices: assist in the development of customized job descriptions and Work Processes, including identification of potential suppliers of Related Technical Instruction. – goal – at least 60 new apprenticeships over the course of the contract period
- 5. Supply Chain connections:** Work closely with NAMC staff and its partners to create supply chain links among manufacturing startups and existing, mature manufacturing firms in order to create a strong network supporting local development of new manufactured products and processes. – goal – at least 10 new relationships over the course of the contract period

**General tasks associated with projects:** Create summary and prospect tracking documents outlining the results of company visits. Collect information and track activities in order to facilitate assessments of progress and to determine outcomes of consortium efforts. With the NAMC Director, report back to WIB Executives on a predetermined basis. Help meet reporting requirements.

Assist NAMC and WIB staff in their efforts to develop application support materials for grant, foundation, and legislative funding opportunities that support manufacturing sector job creation and other NAMC activities. Facilitate partnerships among employers, WIBs, and training providers for specific purposes, e.g., the development of WTF grants.

If required, attend WIB Board and committee meetings, and prepare any reports required for distribution to members. Other duties as agreed to by the WIBs and NAMC.

### **Qualifications**

- Extensive knowledge of the manufacturing industry required; experience working in manufacturing and familiarity with current manufacturing technologies preferred
- Ability to engage company leaders as working partners and influence company, college, and school leadership to align them with initiatives
- Ability to listen and understand manufacturers' workforce and other related needs
- Ability to develop and communicate manufacturing workforce solutions
- Able to collaborate on the development and achievement of common objectives
- Solid writing, speaking, and teamwork skills
- Experience with MS Office and utilization of social media tools
- Bachelor Degree or higher in related field

Compensation: To be determined based on experience and project complexity.  
Equal Opportunity Employer.

**To Apply:** If an individual, please submit a resume with cover letter by email to [bnorris@mvwib.org](mailto:bnorris@mvwib.org). In your cover letter please provide a list of areas (from 1 – 5 above) of interest to you, including what steps you would take to provide this service and meet the goals identified, an explanation of expertise that ensures the attainment of the goal(s), and an estimated budget for each area. If an organization please submit a one to two page summary of your interest and expertise in this area.