

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

Project Manager – LED FastStart

The Louisiana Community and Technical College System (LCTCS) is now taking applications for **one** Project Manager position to be domiciled in **Baton Rouge, Louisiana** for the LED FastStart Initiative.

SUMMARY:

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce commission (LWC). Our curriculum will be delivered during pre and post employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The Project Manager will manage multiple LED FastStart workforce training projects for manufacturing and logistics client companies across the state of Louisiana.

Responsibilities include the management and execution of industry job analysis, and the development of training plans and overall design of custom performance-based training. The Project Manager will manage project teams, instructional designers and instructors, as well as collaborate with internal specialists to develop and deliver training and other value-added materials.

The Project Manager will monitor project activity, maintain training records and conduct research to acquire new resources and technologies for industry skill assessment and training. Duties also include creating and implementing processes to ensure quality and effectiveness of instructional materials.

The Project Manager will extensively interface with client company executives and managers to plan, organize and evaluate the training programs and to ensure a high level of customer satisfaction and maintain positive client relationships.

The ideal candidate will have extensive training experience in a manufacturing environment. The ability to effectively communicate and collaborate with all levels of a client and/or partner agency's organization is a must. Solid organizational and planning skills will be required for management of multiple, concurrent programs with simultaneous development and delivery schedules.

LED FastStart training programs are offered to client companies on a 24/7 basis. The Project Manager will be required to travel extensively throughout Louisiana and occasionally travel outside of Louisiana and the United States.

Duties include, but are not limited to the following:

- Job & task analysis
- Project planning
- Curriculum design
- Scheduling
- Resource management
- Records management
- Data collection
- Program evaluation
- Other duties as assigned

Minimum Qualification Requirements:

Bachelor's degree in business, engineering, human resources development, instructional design, adult education or related field plus a minimum of five years experience in **manufacturing** to include training, human resources operations, and/or management.

Substitution:

Extensive manufacturing/industry experience (10+ years) with at least 5 years in training responsibilities may be substituted for the bachelor's degree requirement.

Compensation:

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu

Application Instructions:

Applicants for this position should submit 1) a cover letter that addresses the outlined job responsibilities, 2) a resume, and 3) the names and contact information of 3 professional/work-related references to:

Assistant Director of Human Resources,
Louisiana Community and Technical College System,
265 S. Foster Drive, Baton Rouge, LA 70806 or

via e-mail to fkillen@lctcs.edu

Applications will continue to be reviewed until position is filled.