



Full-time Job Posting: Director, Life Sciences Apprenticeship Program

About MassBioEd

The Massachusetts Biotechnology Education Foundation (MassBioEd), a non-profit 501(c)(3) organization, is in its third decade of growing and developing talent in the Massachusetts life sciences workforce which in turn, develops innovations that save and improve lives. Please visit <https://www.massbioed.org/about-careers> to review all open positions.

Founded in 2001 by the Massachusetts Biotechnology Council, MassBioEd has evolved into a key link connecting students, educators, and professionals to the exciting opportunities within the life sciences industry. Our mission is to build a sustainable life sciences workforce in the region through educational and training programs that engage and excite teachers, inspire and propel students, and illuminate the pathway from the classroom to career with a focus on expansion, opportunity, and diversity.

Job Description

MassBioEd's Life Sciences Apprenticeship program trains people for careers in the life sciences. We provide free education and training for individuals looking to make a critical career move and embark on a new path with rewarding work and opportunities for professional growth. The program was launched in 2021 with two career pathways, one for biomanufacturing technicians and one for clinical trial associates. It more than doubled in size in 2022, expanding in size and scope, including regionally across Massachusetts.

Reporting to the CEO, and leading a team, the Director will bring this unique opportunity to hundreds of individuals across Massachusetts to enter a new career. The Director is the primary person responsible for working with companies to secure commitments to participate and hire apprentices. The Director role is both hands-on program development and implementation as well as serving as a leader in the organization and a spokesperson for workforce needs in the life sciences. The Director serves on MassBioEd's senior leadership team.

Job Responsibilities

- Identify, initiate and maintain long-term relationships with senior leaders of potential employer-partners in Massachusetts in order to place apprentices in jobs.
- Secure commitments from employers to hire apprentices.
- Lead industry advisory groups to provide input on program design and curriculum.
- Expand program horizontally to multiple regions such as MetroWest, Southeast MA, and the North Shore, and vertically, by creating apprenticeship programs in additional occupations.
- Build partnerships with institutions of higher education to deliver curated curricula to apprentices, as informed by employers' workforce needs.
- Manage internal staff who run day to day program operations, including recruitment and selection of apprentices.
- Manage adjunct instructors and/or training providers.
- Expand recruitment to identify new sources of potential apprentices, especially from historically under-represented communities.
- Assess and document program success using apprentice and instructor feedback, focus groups and other appropriate measures.

- Develop program budget, including staffing needs and alignment with provisions of grant funding.
- Create pre-apprenticeship program curriculum with the staff team and community partners.
- Participate in the evaluation and selection of apprentices.
- Oversee production of collateral material such as flyers, slide decks, and social media content.
- Assist Development Team to seek and obtain new sources of funding.
- Verify the documentation of program data and submission to various regulatory and funding agencies.
- Serve as Spokesperson for the program and life sciences workforce needs at conferences and events.

Qualifications

- Minimum of seven years' relevant work experience in human resources, talent acquisition, and/or workforce development.
- Experience working with employer partners required.
- Experience in program development, implementation and evaluation.
- Ability to build and maintain strong relationships with community partners.
- Strong written and verbal communication, interpersonal and organizational skills.
- Familiarity with the life science industry desired.
- Supervisory experience and proven success managing and developing staff.
- A team player that is flexible and adaptable to a fast-paced, growing organization with the ability to manage multiple priorities simultaneously.
- Experience building and maintaining a program budget, including the ability to access community grants and new sources of funding.

Salary and Benefits

Salary commensurate with experience. Benefits package includes health, dental, and vision insurance, 401K, long and short-term disability, life insurance, healthcare savings account, and paid time off.

Interested applicants should submit the following to careers@massbioed.org:

- Resume/CV
- Detailed cover letter outlining how your qualifications meet those sought in this post

Opportunity and Diversity

We strive for diversity and equity in all the work we do. We are committed to building a team with a variety of backgrounds, skills and views to best serve our communities. View our DEI statement here: <https://www.massbioed.org/dei-statement/>.

MassBioEd is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetic information, gender identity, gender expression or Veteran status.

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