



## **PROGRAM MANAGER: ENROLLMENT & TRAINING**

**Position Title:** Program Manager: Enrollment & Training

**Employment Type:** Full-Time, Exempt

**Program:** Agency-Wide

### **Position Overview**

The Program Manager will work directly with the Executive Director of Training to manage student enrollment and ensure the effectiveness of training programs at WorkTexas. This role involves coordinating, developing, and executing training initiatives in collaboration with partners to achieve enrollment targets and agency objectives. The ideal candidate will have excellent communication skills, the ability to strategize for class needs, experience with various training methods, and the capability to conduct research that informs future training programs.

### **Key Responsibilities**

#### **Training Responsibilities**

- Gain a full understanding of WorkTexas training programs, processes, outcomes, and systems.
- Collaborate with internal teams and external experts on instructional design and delivery.
- Stay updated on local workforce data and employment trends to adapt training programs as needed.
- Assess instructional effectiveness and evaluate student progress and skill development.
- Manage curriculum updates, training records, and oversee in-house training facilities and equipment procurement.
- Research and recommend innovative training methods and approaches.
- Lead train-the-trainer sessions for subject matter experts.
- Oversee certification databases and platforms.
- Collect feedback from instructors and trainees to enhance training programs.
- Keep the WorkTexas team informed about training schedules, requirements, and promotional needs.

#### **Enrollment Responsibilities**

- Develop and implement strategies to meet student enrollment targets and ensure full class participation.
- Coordinate outreach efforts, including partnerships with community organizations, high schools, and job placement agencies to increase enrollment.
- Track and analyze enrollment data, using insights to refine outreach and

recruitment strategies.

- Collaborate with marketing teams to promote training programs through various channels (social media, job fairs, etc.).
- Monitor the enrollment pipeline and ensure follow-up communication with prospective students to improve conversion rates.
- Ensure accurate and timely collection of student applications, documentation, and records.
- Provide regular enrollment status reports to the Executive Director of Training, highlighting progress toward enrollment goals and areas for improvement.

### **Required Knowledge, Skills, and Abilities**

- Strong understanding of both traditional and modern job training methods.
- Proven experience in managing multiple training events and completing full training cycles (needs assessment, planning, development, monitoring, and evaluation).
- Excellent verbal and written communication skills.
- Ability to conduct labor market research to inform training programs, including employer, industry, and occupation-specific requirements.
- Strong leadership, multitasking, and organizational skills.
- Proficiency in Microsoft Office Suite.
- Commitment to continuous learning and professional development.
- Must be committed to helping others get jobs, keep jobs, and advance their careers.
- Ability to manage multiple tasks and meet deadlines.
- Must pass a background check and drug test.
- Reliable transportation, a valid Texas Driver's License, and Automobile Liability Insurance are required.

### **Education and Experience**

- Bachelor's degree (preferred but not required).
- Minimum of 2 years of experience in workforce development (preferred).

### **Benefits:**

- Competitive salary based on experience.
- Comprehensive benefits package, including health, dental, and vision.
- Professional development and growth opportunities within the organization.
- Paid time off and holidays.

**To apply**, submit your resume, cover letter, and references to **Thomas Tynan** at [ttnan@worktexas.org](mailto:ttnan@worktexas.org). Please use the subject line: Program Manage\_ First Initial Last Name.



