



TwinState MakerSpaces, Inc.  
PO Box 100  
Lebanon, NH 03766

**Job Title: Director of Workforce Development & Education**

**Type: Full Time**

**Location: Claremont, NH**

**Organization Description:** TwinState MakerSpaces, Inc. is a 501(c)(3) non-profit organization operating as the Claremont MakerSpace in downtown Claremont, NH. CMS offers affordable, membership-based access to specialty and hi-tech tools, education, room to work, and a community of like-minded creative people. The mission of TSMS is to advance creativity, innovation and entrepreneurship in the greater Upper Valley region, and to support and promote the education and practice of crafts, trades, and technologies of all types.

**Job Description:** TwinState MakerSpaces, Inc. is seeking a Director of Workforce Development & Education. The Director will oversee all general educational programming at the Claremont MakerSpace, with a special focus upon the development, organization and implementation of programming with partners aimed at providing participants with skills necessary to gain employment with local/regional companies. These partners include employers dealing in manufacturing and technology, educational institutions, and organizations focused on job-placement and transitional assistance. The Director of Workforce Development & Education will identify and communicate local/regional job opportunities and proper training/preparation.

**Duties:**

- Identifying area businesses in need of workforce training.
- Developing and overseeing all CMS educational programming and activities including scheduling of courses and resources, identifying instructors and curriculum for classes and securing necessary resources for successful class and experiential learning activities.
- Developing and overseeing the implementation of customized workforce training programs, geared toward addressing local employers needs, and ensuring that programs are in compliance with applicable laws and regulations.
- Working with participating businesses and educators to design and implement training programs and, if necessary, to procure required materials as well as machinery and equipment.
- Documentation of CMS workforce development and education programming and reporting of outcomes, successes and areas for improvement.
- Preparing plans and development of any necessary grant applications in order to obtain funding for various workforce development and educational programs.
- Preparing grant reports for current workforce development and related grants.
- Preparing and distributing program policies, agreements and procedures, and providing associated clarification, guidance and instructions to contractors/partners/students.
- Developing and implementing a Workforce Development & Education Program marketing strategy.
- Maintaining up-to-date knowledge of local, state, and federal guidelines and policies governing workforce training programs.

- Coordinating program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities.
- Community outreach to promote CMS educational programming and opportunities.
- Other duties and responsibilities as assigned by the Executive Director.

**Required Skills/Qualifications:**

- Bachelor's degree or equivalent.
- Strong written and oral communication skills.
- Demonstrated ability to think strategically and thorough understanding of strategic development.
- Demonstrated ability to prospect, cultivate, and manage corporate relationships.
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Good organization and interpersonal skills.
- Ability to work with a diverse client base.<sup>2</sup>
- Ability to prepare and compose reports using data research and analysis.
- Transparent and high integrity leadership.
- Strong computer, technical and social media skills.

**Preferred Qualifications:**

- Three years of private/public/non-profit sector management and/or human resources experience or equivalent.
- Working knowledge of career and technical education and/or workforce development issues.
- Experience working with Senior Level executives in a corporate environment.
- Familiarity with manufacturing and technology industries and related fields.

**Required License or Certification:**

- Drivers License
- Reference and background checks

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Equal Opportunity Statement

TwinState MakerSpaces, Inc. (TSMS) is an Equal Opportunity Employer. TSMS does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

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