



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Project Manager Manufacturing – LED FastStart

Position Title: Project Manager Manufacturing – LED FastStart

Reports to: Director of Project Operations

Position Classification: Unclassified

Position 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.

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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 and Responsibilities:

- 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.
- Five (5) years of 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 requirement

Additional Requirements:

- > A valid Louisiana Driver's License
- > Proof of motor vehicle insurance
- > Proof of Education

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience.

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

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

or via email to employment@lctcs.edu.

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

LCTCS is committed to diversity and is an equal opportunity/equal access employer.