



American Lightweight Materials
Manufacturing Innovation Institute

Position: Adult Talent Program Manager

Job Location:

**LIFT ALMMII Headquarters
1400 Rosa Parks Blvd
Detroit, MI 48216**

LIFT, a National Innovation Institute, is seeking an Adult Talent Program Manager to support Senior Director of Talent and the Operation Next skilled trades program.

This position will report directly to the LIFT's Senior Director of Talent and will lead the talent team in developing and executing the tasks outlined in the following Services and Scope of Work.

Scope of Work & Purpose:

Task 1: Support LIFT Skilled Trades programs with Job Placement Services

1. Provide job placement support services to skilled trades graduates including resumes, LinkedIn and Indeed profiles, interviewing skills, etc.
2. Support ongoing program growth and operations.
3. Plan, develop, and implement appropriate strategies to connect our students with the manufacturing industry.
4. Manage monthly reporting.
5. Provide data to Senior Director and Executive team for reporting needs.
6. Help with budget and spend analysis

Task 2: Develop and Lead LIFT's Talent Interest Group plus Talent Roadmaps

1. Identify other talent resources in the LIFT Ecosystem including but not limited to new curriculums, equipment, etc.
2. Support LIFT Membership Director with locating training resources across the LIFT Ecosystem,

TIMEFRAME:

LIFT anticipates approximately 40 hours per week to complete the tasks that are outlined in the Scope of Work & Purpose details.

PREFERRED QUALIFICATIONS

- Must have 3 to 5 years of Program Management
- Must be proficient in Microsoft Office Suite or related programs.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Limited travel

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313-309-9003



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BEHAVIORAL COMPETENCIES

Customer Focus, Learning on the Fly, Intellectual Horsepower, Action Oriented, Ethics and Values, Integrity and Trust, Functional/Technical Skills, Forward Thinking.

About LIFT:

LIFT, operated by the American Lightweight Materials Manufacturing Innovation Institute (ALMMII), is a public-private partnership to develop and deploy advanced lightweight materials manufacturing technologies, and implement education and training programs to prepare the workforce. ALMMII was selected through a competitive process led by the U.S. Department of Defense under the Lightweight and Modern Metals Manufacturing Innovation (LM3I) solicitation issued by the U.S. Navy's Office of Naval Research. ALMMII is one of the founding members of Manufacturing USA, a federal initiative to create regional hubs to accelerate the development and adoption of cutting-edge manufacturing technologies.