

Position: STEM Talent Program Manager

Job Location:

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

LIFT, a National Innovation Institute, is seeking a STEM Talent Program Manager to support Senior Director of Talent to develop the expectations set up in the Collaborative Agreement regarding STEM activities.

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: STEM Programs Data Management

Update program Weekly Reporting Dashboards

1. Document the numbers including enrollments, commitments, and completions by site weekly on dashboards and executive slides.
2. Monitor and manage program budgets and spenddowns.
3. Support the LIFT finance team with program invoices.

Task II: Program Management

Support LIFT's Talent Program Manager with all aspects of managing national programs including:

1. Managing weekly and monthly reporting
2. Managing student and educational institute intake emails and phone calls
3. Developing and hosting program webinars
4. Support ongoing program growth and operations.

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.
- Available for limited travel



American Lightweight Materials
Manufacturing Innovation Institute

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.