

Job Posting

Position: Program Manager for Workforce Development and Training

Company: [E4 Carolinas](#)

Location: Remote – Candidate must reside in North or South Carolina

Application: Please send a resume and cover letter to HR@E4Carolinas.org

E4 Carolinas (E4) is an association of 150+ companies in the energy industry in North and South Carolina, with a mission to grow the energy economy in the two-state region. The E4 members are companies large and small, all with an interest in energy, including utilities, manufacturers, engineering, procurement & construction (EPC) firms, research institutions, law practices, accounting firms and consultants. The E4 network also includes other energy related non-profits and institutes of higher education.

E4 Carolinas provides a variety of services and programs for its members through seven task forces with Workforce Development being one of those task forces. This position is for an individual to lead the workforce development activities which are a combination of courses supported by participant tuition, and programs receiving grant funding, typically federal monies, including:

E4 Carolinas Task Force Programs
Justice, Equity Diversity & Inclusion
Communications & Networking
Workforce Development
Economic Development
Innovation
Research
Policy

- **Carolinas Emerging Energy Leaders** – a year-long training course consisting of leadership development combined with visits to energy firms across the Carolinas. It is approximately 200 contact hours spread over 6 two-day sessions. E4 member companies select the individuals to attend and pay their tuition and expenses. Over 500 individuals have completed E4’s leadership training.
- **Boot Camp** – a 10-hour overview of the energy industry intended to provide a quick and broad introduction to the industry. It is attended by individuals working in energy who have limited background or experience in the field. The course is offered multiple times a year both live and virtually. Course tuition is typically paid by the participants’ employer.
- **Continuing Legal Education** – a once-a-year seminar providing lawyers who practice energy law with the continuing education to satisfy some of their required annual continuing education hours. Seminar tuition is typically paid by the attendee’s employer, which may or may not be an E4 member company
- **STEPS4GROWTH (s4g)** – Funded by the United State Department of Commerce Economic Development Authority, s4g is a 4-year program spearheaded by NC A&T University to develop education and training programs to bolster the energy work force. E4’s role is to recruit industry participants and convene workshops to identify workforce development needs of those companies.

Program Manager for Workforce Development and Training

Job Functions

- Lead the E4 Workforce Development task force which is comprised of representatives of E4 member companies.
- Manage grant funded workforce and training activities.
- Organize trainings delivered by E4 Carolinas, updating and refreshing the courses as needed.
- Register courses or assist attendees with self-reporting for continuing education credits (e.g. PE, CLE, PMP, NABCEP)
- Conduct Needs Assessments with E4 members for additional workforce development services E4 can provide
- Assist the E4 Director for Justice, Equity, Diversity, and Inclusion (JEDI) with the management and delivery of the HBCU Energy Leadership Pathway program, which addresses students at schools in the region.
- Coordinate training offerings with the E4 Director for Economic Development

Required Qualifications

- Minimum of 5 years managing corporate training, or workforce development activities.
- A self-starter who can work independently and show initiative developing and improving training programs
- Effective at leading and participating in remote or virtual work teams.
- Demonstrated experience managing contractors, consultants, and other training content providers.
- Experience with SharePoint or other collaboration work platforms.
- Available for travel within the Carolinas (typically 2-5 days per month)
- Experience managing federal grants is a plus.

Working Environment

E4 Carolinas operates mostly virtually with a staff of 10 spread across North and South Carolina. The E4 team is very collegial, collaborating across program areas and supporting one another.

The work environment is relatively informal and flexible striving for good work-life balance. So long as work requirements are addressed and completed on time, working hours are flexible, allowing team members to structure working hours to accommodate family commitments.

During the year the E4 team comes together 3-5 times to encourage team bonding, coordinate activities and makes plans for future work. Collaboration is also enabled using the SharePoint platform which allows everyone to access a common library of company files and documents.

E4 Carolinas offers medical insurance along with PTO/sick leave benefit. Salary for this position is commensurate with experience and qualifications.

Individuals interested in this position should send a resume and cover letter to HR@E4Carolinas.org