

Title: Program Manager, Career & Technology Student Organization

Department: Workforce Development

National Cybersecurity Center (NCC) and K-12 Initiative:

The NCC provides cybersecurity leadership, services, training and a cybersecurity community for public officials, business executives and the workforce. The NCC K-12 initiative works with K-12, colleges and other partners to help educate, train and equip the cyber workforce.

Purpose Statement:

The Workforce Development/K12 Pathways Program Manager shall work on a range of initiatives, with education partners and within the NCC ecosystem to develop and offer training and education for K-12 students to create pathways to a career in cybersecurity.

Program Development & Management:

- Grow and oversee the development of the Cybersecurity Career and Technical Student Organization (CTSO), SudoCyber. Conduct outreach to schools and districts educating them on the need for standing up a CTSO and how to stand one up at their school. Act as a liaison and guide for best practices for all SudoCyber CTSO's.
- Create and oversee the apprenticeship program designed to educate and train young adults that are interested in a cybersecurity career.
- Develop, plan and implement cyber camps, teach the teacher and parents' programs.
- Manage the Cyber Camp programs. Duties include creating and maintaining project plan, contacting stakeholders to confirm course offerings, dates, and duties, managing student campers, volunteers, instructors and material/supply needs; supporting student needs, managing temporary contractors.
- Track enrollment data, student and facilitator exit surveys, and community needs surveys to determine potential new programming and cessation of unsuccessful programming. Create and conduct surveys and focus groups as necessary.
- Review all Workforce Development/K-12 Pathways project planning and execution documents and processes and make recommendations for streamlining and/or improving those processes for the future.

Management:

- Establish and maintain effective working relationships with staff, leadership, stakeholders and the community. Work closely with Director of Business Development, Marketing, and Events to develop opportunities for collaboration.
- Serve on college committees and school and community committees and boards as assigned.
- Monitor industry trends and benchmark practices around the nation for continued excellence in programming.
- Collaborate with functional management teams to assess ongoing and future training and development needs and effectiveness of established programs.

Budget:

- Develop and oversee Workforce Development program budgets to ensure that budgets are balanced and programs are generally self-supported and aligned with overall NCC strategy.
- Assist with development and management of agency contracts and other community related agreements.

Qualifications:

- Bachelor's degree in business administration, public administration, training and development, education or closely related field.
- Three years of experience managing programs and coordinating projects in a community agency, non-profit, school district, college or university
- Two years experience creating and managing a program budget.
- Demonstrated knowledge and/or experience with community-based learning programming
- Experience in a non-profit setting and cybersecurity a plus

Skills & Abilities:

- Strong organizational leadership skills
- Work effectively with staff, students, stakeholders and community
- Excellent interpersonal, oral and written communication skills; presentation skills
- Ability to manage program budget
- Familiarity with data management and analysis
- Ability to manage people along with multiple tasks and projects
- Experience and skills with classroom technology
- Must be able to travel to multiple schools and conferences around Colorado and the nation and adjust schedule as needed.

Work Schedule:

Monday – Friday, 8:00 am – 5:00 pm

Evenings and weekends as required

Application Deadline:

For best consideration, please submit your application materials by 4:00pm (MST) December 28, 2018 to April.Trinkle@cyber-center.org

Please include your resume and cover letter.