



Job Description

Job Title:	Program Manager (Grant Funded)	FLSA Status:	Exempt
Department:	Finance & Administration	Reports to:	CFO
Effective:	August 1, 2026 – Grant Completion		

PURPOSE

The Program Manager initiates, plans, administers, and manages all aspects of a grant funded through the US Department of Labor (USDOL) and FloridaCommerce. This grant initiative complements Florida's critical need to expand employer-supported registered apprenticeships in the defense industrial base, ship building and maritime manufacturing sectors.

The Program Manager leads the program execution to ensure adherence to scope, schedule and budget. This includes the coordination and monitoring of performance-based program activities and measurable outcomes.

DUTIES AND RESPONSIBILITIES

- Develop and maintain partnerships with sponsors, employers, workforce, education, economic development, and other stakeholders to support program participation and successful outcomes.
 - Provide technical assistance to sponsors and employers on program requirements, funding opportunities, and the development and execution of funding and payment agreements.
 - Oversee program operations by implementing policies, procedures, guidance, and performance requirements to ensure consistent and effective program delivery.
 - Monitor program performance, outcomes, and fiscal activity, including key performance indicators, expenditures, obligations, and payment activity, and implement strategies to improve results.
 - Analyze program trends and risks and develop corrective actions and process improvements to strengthen program effectiveness and compliance.
 - Lead compliance activities, including monitoring, audits, reviews, corrective actions, and resolution of findings to ensure adherence to applicable laws, regulations, policies, and contractual requirements.
-

-
- Prepare and deliver program reports, presentations, and recommendations to leadership, stakeholders, and funding entities on program progress and outcomes.
 - Represent the program at conferences, meetings, outreach events, and other forums to promote Pay for Performance opportunities and benefits.
 - Performs other duties as assigned consistent with the scope, objectives, and requirements of the Pay for Performance grant and related workforce development initiatives.
 - Travel as required.

QUALIFICATIONS AND WORK EXPERIENCE

- Three (3) years of experience administering or monitoring grants or public programs.
- Demonstrated and proficient knowledge of USDOL grant programs, apprenticeships and training activities. Experience in award and sub-award/recipient management.
- Demonstrated proficiency in business outreach, grant compliance, performance tracking, contract management, monitoring, fiscal accountability, and customer service / relations.
- General knowledge of the state's talent development and workforce systems, and/or economic development and related programs.
- Proficient written and verbal communication skills along with ability to develop and maintain working relationships with internal and external stakeholders.
- Competent project management skills including project planning, initiating, executing, controlling, and closing.
- Competent in the use of Microsoft Office products, including Outlook, Word, Excel, PowerPoint, Customer Relationship Management platforms (e.g., Salesforce) and Project/Portfolio Management.

EDUCATION OR CERTIFICATIONS

- Bachelor's degree in a related field or an equivalent combination of credentials, training, and experience.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing, kneeling, and bending.
- Must be able to lift up to 10 pounds at times.

Salary Range \$73,122 - \$93,536 - \$113,722

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.
