

## **Optics Ecosystems Coordinator**

A healthy manufacturing industrial base and resilient supply chains are essential to the economic strength and national security of the United States of America. AmeriCOM is America's Center for Optics Manufacturing — a national effort to significantly build and sustain that base. Our mission includes (1) the design and execution of workforce training programs, increasing the pipeline of skilled optics technicians, especially from underserved populations, and (2) the development of advanced optic manufacturing technologies, testing equipment, and the specialized materials required to support scalable manufacturing.

To support our workforce training mission, AmeriCOM is looking for an experienced program coordinator reporting to the VP, Workforce Development & Community Engagement. The Optics Ecosystems Coordinator, is responsible for establishing and facilitating cross-communication between optics ecosystems (i.e., education, optics industry, government, and relevant associations) with the goal of best-practice sharing, awareness building and celebrating success. Specifically, this includes establishing and chartering various community groups, running an annual ecosystem conference to bring all AmeriCOM stakeholders together.

### **Core Responsibilities**

The ideal candidate will be an exceptional communicator who will interact on a day-to-day basis with diverse stakeholder groups. Working closely with the ecosystems program managers, the Coordinator will develop efficient strategies and tactics to successfully facilitate exchange between the participants of our optics ecosystems. The goal is to ensure that all programs operate sustainably, thereby delivering the maximum number of newly trained and highly qualified optics technician to industry. Specific responsibilities include:

- Setting up and running various community exchange groups for industry, instructors/teachers, and students/apprentices
- Establishing and running annual community conference that brings all AmeriCOM stakeholders together (both workforce training and manufacturing R&D)
- Establishing an AmeriCOM curriculum database and keeping it updated; coordinating partnerships with external curriculum databases
- Documenting and disseminating best practices in workforce development
- Participating in internal and external committees, as assigned, to advance AmeriCOM's workforce development agenda

### **Minimum Requirements**

- U.S. Citizenship
- Bachelor's degree in a related field of study and minimum of five years of experience in communications, PR, or similar
- Experience in working with diverse stakeholder groups and people at all levels and functions
- Proven experience in event management

- Excellent communications and diplomatic skills
- Outstanding leadership and organizational skills
- Attention to detail and analytical skills
- Excellent writing skills
- Excellent computer skills (Microsoft Word, Excel, and Power Point), including spreadsheet, internet, and social media proficiency.
- Ability to work independently and as part of a team, interpersonal skills and multicultural understanding when working with clients, partners and allies
- Ability to develop and maintain effective and positive working relationships
- General knowledge of optics industry, its segments and markets

#### **Preferred Qualifications**

- Able to multitask, in occasions under stress, and meet deadlines.
- Skilled in budget and resource management
- Negotiation and problem resolution skills
- General knowledge of the optics industry, segments and markets
- General knowledge of American post-secondary education system, in particular community colleges
- Conversational knowledge of Spanish beneficial

#### **Employment Terms:**

- This position can be structured as full time (with benefits) or part time.

#### **Special Conditions of Employment:**

- Pre-employment background check required
- Some evening or weekend work hours
- Up to 25% domestic travel
- In-office or hybrid

#### **Benefits:**

Medical, Dental, and Vision Insurance; we also offer a company-paid health care concierge service to help navigate our health plan to make the best decisions for you and yours

- 401(k) with company match
- Paid vacation, sick, personal and parental leave time
- Observance of all federal holidays
- Paid volunteer time: serve as adjunct faculty/instructor in one of AmeriCOM's optics technician programs

**Physical demands:**

- Environment: Work is performed primarily in a standard office environment with adjacent laboratory with staff contact and frequent interruptions.
- Physical: Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- Vision: Ability to see in the normal visual range with or without correction.
- Hearing: Ability to hear in the normal audio range with or without correction. Offices and breakroom are located adjacent to a laboratory with occasional noise disruption.