

Program Manager, New Optics Ecosystems

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 manager reporting to the VP, Workforce Development & Community Engagement. The Program Manager, New Optics Ecosystems, is responsible for the coordination and execution of setting up new optics workforce training programs across the United States.

Core Responsibilities

The ideal candidate will be an excellent communicator with a background in the optics industry who will interact on a day-to-day basis with diverse stakeholder groups and develop efficient strategies and tactics to establish new programs. The goal is to ensure that all programs deliver the maximum number of newly trained, highly qualified optics technician to industry. Specific responsibilities include:

- Identify suitable optics ecosystem prospects
- Carry out comprehensive, data-based ecosystem assessments to determine funding eligibility and suitability
- Coordinate work with ecosystem key stakeholders from industry, academia, non-profits, and government
- Use program/project management methodologies to track and manage program progress; decide on suitable program phases, tasks and timelines
- Develop and control milestones, budgets and activities
- Apply change, risk and resource management
- Assume responsibility for the new ecosystem's readiness and onboarding, and ensure seamless handover to AmeriCOM's existing ecosystems support team
- Participate in strategic planning discussions to establish and grow effective optics ecosystems around the country
- Participate 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 as program manager
- General knowledge of optics industry, its segments and markets

- Thorough understanding of program/project management techniques and methods with evidenced experience in successfully running programs and projects
- Experience managing multiple projects at the same time and multitasking, in occasions under stress, and meet deadlines.
- Attention to detail and analytical skills
- Excellent computer skills (Microsoft Word, Excel, and Power Point), including spreadsheet, internet, and social media proficiency.
- Outstanding leadership and organizational skills
- Excellent communicator and diplomatic skills
- 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

Preferred Qualifications

- PMP certification
- Master's degree
- Skilled in budget and resource management
- Solid writing skills
- Outstanding negotiation and problem resolution skills
- General knowledge of American post-secondary education system, in particular community colleges
- Conversational knowledge of Spanish beneficial

Employment Terms:

- This is a full-time position with benefits.
- Salary range: \$100k – 120k, depending on experience

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.