



Man-Tra-Con Corporation is seeking candidates to fill the following position:

Job Title: CEJA Manager (TS-033125-01)

Location: Carbondale, Illinois

Salary: \$65,000 to \$70,000 per year, D.O.E.

Job Description

Man-Tra-Con Corporation is seeking candidates for a full-time, permanent CEJA Manager position. The CEJA Manager will serve as the lead for the Clean Jobs Workforce Network Hub Grant program and will be responsible for the comprehensive oversight and successful execution of program activities that support equitable workforce development and clean energy initiatives across southern Illinois.

A Man-Tra-Con Corporation CEJA Manager is a purpose-driven leader with the ability to manage a high-impact program while fostering collaboration across partners and stakeholders. This is an exciting opportunity to play a pivotal role in Illinois' growing clean energy economy. This full-time position is based upon a 35-hour workweek. Excellent benefits include medical, dental, vision, 401K, pension, 14 paid holidays, plus 4 weeks of leave time in the first year of employment.

Responsibilities

The CEJA Manager is expected to:

- Serve as the primary point of contact between Man-Tra-Con Corporation and the Illinois Department of Commerce and Economic Opportunity (DCEO).
- Oversee all aspects of grant management, including budgeting, reporting, compliance, and performance monitoring.
- Supervise and support a team of four or more staff members, providing direction, mentorship, and ensuring alignment with program goals.
- Monitor progress, identify challenges, and implement data-informed solutions to meet project objectives and deadlines.
- Build and maintain partnerships with training providers, businesses, and community-based organizations that support clean energy workforce development.
- Ensure alignment with the Climate and Equitable Jobs Act (CEJA) goals, with a focus on equity, sustainability, and workforce inclusion.

Knowledge, Skills and Abilities

Candidates should possess the following skills:

- Program & Grant Management
- Budgeting & Compliance
- Leadership & Team Supervision
- Partnership Development

- Problem Solving
- Verbal & Written Communication
- Time Management
- Public Speaking
- Attention to Detail

Educational/Work Experience Requirements

- Bachelor's degree required in public administration, business administration, environmental studies, workforce development, or a related field.
- Proven experience in program management, grant administration, and workforce development initiatives. Experience managing DCEO grants is a plus.
- Familiarity with CEJA, clean energy programs, and/or workforce development programs is preferred.

Requirements

Candidates must meet the following employment standards:

- Strong leadership skills and ability to manage multiple priorities and projects.
- Proficiency in Microsoft Office Suite and digital collaboration tools.
- Superior interpersonal skills and the ability to work with diverse partners and communities.
- Ability to handle confidential information and maintain strict confidentiality standards.
- Willingness to travel between local offices, regional training sites, and attend clean energy-related meetings and events.

How to Apply

To apply for this position, please submit a resume and cover letter via email with "CEJA Manager" in the subject line to: TheresaSmith@mantracon.org

DEADLINE TO APPLY: Monday, April 7, 2025, on or before 4:30 p.m.

**Man-Tra-Con Corporation is a member of the American Job Center network,
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