



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

Job Title: Training & Outreach Manager (CEJA-071525-01)

Location: Carbondale, Illinois

Salary: \$60,040 per year

Employment: Position contingent upon grant funding

Job Description

The Training & Outreach Manager leads training delivery, coordination, and community outreach initiatives across a 19-county area to connect job seekers with clean energy training opportunities and career pathways. This role serves as a key liaison between training providers, employers, and community partners while building sustainable recruitment and placement strategies.

As a Man-Tra-Con Corporation position, the Training & Outreach Manager plays a vital role in expanding clean energy workforce opportunities throughout Southern Illinois through strategic program management and community engagement. The position makes a meaningful difference by developing partnerships and coordinating services that connect job seekers with training programs and career opportunities in the growing clean energy sector.

Expected hours: 35 hours per week

Benefits: Benefits include paid time off, 401K, health, dental and vision insurance.

Primary Responsibilities

The Training & Outreach Manager is expected to:

- Lead training coordination, manage schedules and logistics, oversee supply procurement, ensure curriculum alignment with Clean Jobs standards, and facilitate participant transitions through all program phases
- Develop and implement recruitment strategies, lead presentations at community events and informational sessions, build partnerships with community organizations, and coordinate marketing efforts to expand program awareness and attract participants
- Cultivate employer partnerships for job placement, coordinate work-based learning opportunities, connect graduates with hiring opportunities, and gather employer feedback on training effectiveness
- Track outreach activities and training metrics, monitor participant progression, and compile attendance and completion data from training providers

Educational/Work Experience Requirements

Candidates must meet the following qualifications:

- Bachelor's degree in education, business, communications, or related field with experience in program management, community outreach, or supervisory/leadership roles; OR equivalent combination of education and experience

Essential Skills & Requirements

Candidates must also demonstrate the following competencies:

- Excellent written and verbal communication skills with strong presentation and public speaking abilities
- Proficiency in Microsoft Office software (Word, Outlook, Excel, PowerPoint), database management systems, and reporting tools
- Project management skills with the ability to coordinate multiple training programs and outreach initiatives simultaneously
- Strong interpersonal skills with the ability to build rapport with diverse audiences, employers, and community partners
- Ability to handle personally identifiable information according to federal, state, and local policy, and maintain strict confidentiality
- Strategic thinking and planning capabilities for program development and marketing initiatives
- Ability to work independently and manage complex schedules across multiple locations
- Ability to travel throughout the 19-county service area and represent the organization professionally
- Flexibility to work occasional evening or weekend hours for community events and presentations
- Valid driver's license with reliable transportation
- Background screening may be required

Basic Skills

1. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Speaking - Talking to others to convey information effectively.
4. Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Licenses and certifications

Valid driver's license and proper vehicle insurance.

OTHER

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Expected Hours of Work

This is a full-time position. Normal operating days and hours of work are Monday through Friday, 8:30am-4:30pm. Occasional weekends and evenings may occur.

Travel

Travel within the workforce area #25 will be required in addition to occasional travel outside the workforce and the immediate southern Illinois area. Occasional overnight travel may be required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers to type or handle documents. The employee is occasionally required to stand, walk, sit, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. Must be able to travel and attend meetings as needed. Participation in offered training opportunities is encouraged.

The statements contained in this job description reflect general duties as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Management, Training and Consulting Corporation's policies and procedures. This document describes the position as it is currently. It is not an employment contract. Our corporation reserves the right to modify job duties or job descriptions at any time.

HOW TO APPLY

Please do not apply through Indeed. To be considered for this position, please email a cover letter and resume to: TheresaSmith@mantracon.org

DEADLINE TO APPLY: Friday, July 25, 2025, by 4:30 p.m.

NOTE: Please be sure to include a cover letter with your resume.

**Man-Tra-Con Corporation is a member of the American Job Center network,
and an Illinois workNet Center partner.**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2025 Man-Tra-Con Corporation.