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**Special Projects Manager,  
Mayor's Office of Workforce Development  
City of Detroit**

**Job Description:**

The Mayor's Office of Workforce Development (MOWD) was created in 2015 by Mayor Mike Duggan to develop a comprehensive and sustainable 'One Detroit' employment strategy. The Office is charged with working closely with the Mayor's Workforce Development Board, the Detroit Employment Solutions Corporation, and a wide range of stakeholders to:

- Coordinate with the Mayor's Workforce Development Board and the greater business community to establish a pipeline of jobs to employ Detroiters;
- Create innovative approaches to accomplish workforce development systems change across the City and region;
- Simplify and focus the workforce development experience for all Detroit customers, with special attention on hard-to-serve populations (e.g., disadvantaged youth, returning citizens);
- Develop and implement fundraising plans to increase the scale and scope of Detroit's workforce system;
- Align goals, metrics, and resources of 300+ agencies currently serving customers; and
- Create a single evaluation model for both agencies and customers.

**Position:**

A well organized, detail oriented, and proactive professional is sought to provide a wide range of executive level administrative support for the Executive Director of the Mayor's Office of Workforce Development. The Special Project Manager will serve a vital role on the MOWD team, coordinating the activities, meetings and correspondences of the Executive Director. The Special Project Manager will also schedule and organize all public meetings held by the MOWD team, including quarterly meetings of the Mayor's Workforce Development Board.

**Duties & Responsibilities**

- Proactively provide scheduling support and coordination for the Executive Director, including coordination of meetings, appointments and travel arrangements with minimal input and direction.
- Coordinate and attend internal, external and Mayor's Workforce Development Board meetings. Record, transcribe and distribute minutes.
- Develop project management tools to support department activities, address interdependencies, keep to milestones, and provide progress reports where appropriate.
- Prepare, assemble, format, and modify documents including executive correspondence, briefing materials, reports, drafts, memos and emails. Revise, edit and proofread various documents with keen attention to detail.
- Prepare timesheets, expense reports and credit card statements per company guidelines
- Prepare written responses to routine inquiries.
- Perform special projects and assume responsibilities as assigned.
- Meets deadlines, prioritizes assignments, and handles multiple activities and tasks simultaneously in a fast-paced environment.
- Proactively anticipate issues, propose solutions and communicate in a timely manner.

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### **Knowledge and Skills**

- Excellent oral and written communication skills
- Skilled at working with diverse groups of executives, community members, and City staff members
- Strong critical thinking skills and ability to resolve complex problems
- Ability to work autonomously, exercise decision-making skills, self-directed and motivated
- Computer software experience including Word, Excel, Access, PowerPoint and Outlook applications
- Skilled at organizing work tasks, meeting deadlines and producing accurate and complete work products.
- Flexibility to support a variety of MOWD projects
- Ability to discern highly confidential materials and documents and maintains confidentiality.
- Capacity to work independently as well as part of a team to accomplish common goals
- Excellent writing and proofreading abilities.
- Positive attitude

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. US work authorization is required.

### **Education and Experience:**

- Post-secondary degree or credential(s) in an associated field, combined with a minimum of five (5) years of experience in an administrative or project manager role while reporting to an executive is required; An equivalent combination of education and experience may be substituted
- Experience within a government or non-profit environment is desired, but not required

Salary commensurate with experience. Very competitive benefits package including: health, dental, vision and life insurance coverage; 401K-retirement plan and more.

Mayor's Workforce Development Board Staff are housed at the Detroit Employment Solutions Corporation (DESC), an Equal Opportunity employer committed to enhancing equity, inclusion, and diversity within the organization. DESC actively seeks applications from women, persons of color, veterans, individuals with disabilities, and other underrepresented groups.