

# Apprenticeship Coordinator Position Descriptions

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## Coordinator, Youth Apprenticeship Denver Public Schools

Overview: Implement and support the DPS CareerConnect Youth Apprenticeship program at the school level, recruiting prospective students annually and supporting current students throughout their three-year apprenticeship program. Implement and support additional Innovation Programs team initiatives at the school level including but not limited to EdConnect, Emily Griffith Technical College Concurrent Enrollment options, etc..

### Roles and Responsibilities:

- Participates in training provided by the Career and College Success team as requested.
- Demonstrates professional behavior as defined by CareerConnect's work-based learning program guidelines
- Works with the Manager, Innovation Programs and Senior Manager, Innovation Programs to develop, revise, and implement program policy, procedures, and structures, with an eye toward student success and program efficacy and efficiency (i.e.: surveys, employer-partnership recruitment, cohort instruction design, etc.).
- In partnership with the other Apprenticeship Coordinators, develops and continually revises CareerConnect Youth Apprenticeship cohort curriculum and professional development.
- In partnership with the school Pathway Director, directs and oversees the CareerConnect Youth Apprenticeship program and all other Innovation Programs at the school level.
- Keeps both the prospective and current student roster/databases up-to-date.

- Supports to develop, coordinate, and deliver any and all CareerConnect Youth Apprenticeship events, such as student orientations, parent nights, student and staff information sessions, advertising events, and the like.
- Utilizes and manages a Schoology class to share information and communicate with students.
- Manages student Chromebook loan paperwork and issues.
- Creates and/or evaluates systems to manage student transportation; primarily via public transit, but also including direct support by driving students to/from program activities, as/if necessary, to ensure student success.
- Maintains communications with school faculty and staff (as needed) regarding CareerConnect Youth Apprenticeship activities and student-specific issues.
- Leads skills workshops for prospective and current students as needed.
- Supports student success in and through the program, taking a whole-person approach, by providing advice as well as appropriate and necessary connections to quality-of-life services, including health, planning, and academic services and supports, among others.
- Meets with work-based supervisors and mentors, in addition to higher-education-based academic advisers, and the student as needed to monitor progress and discuss any concerns.
- Facilitates the development of an action plan for performance issues when warranted.
- Actively promotes and attends, when needed, college and career opportunities within Career and College Success, including career fairs, college admissions events, summer programs, affinity group meetings, parent meetings, etc..
- Establishes and maintains effective working relationships with coworkers, students, and partners.
- Assists students on an individual/group basis with document completion (e.g., resume/cover letter writing, job applications, college/university applications, etc.).
- Provides support and case management to participating students supporting their success in work and educational experience.
- Ensures students are in a safe and supportive work environment and contacts the Manager, Innovation Programs if concerns arise.
- Assists with meaningful closure and transition plans if employment is terminated prematurely.
- Facilitates regular student and/or family cohort meetings.
- Educates students and parents about careers and colleges, the college admissions process, trends, procedures, and testing; and helps students and families choose wisely and plan for the future.
- Provides information about various types of financial aid and scholarships, and provides assistance with the completion of applications for financial aid.
- Other Duties as assigned.

**Qualifications:**

- Three to five or more years of experience working with young people, school districts and community-based programs.

- Strong organizational, communication, and interpersonal skills.
- Must demonstrate desire and ability to work effectively with urban youth in both individual and group settings.
- Experience managing youth programs.
- Ability to work independently in a self-directed manner with minimal supervision.
- Willingness to work with individuals from high schools, non-profit organizations, postsecondary institutions, and business/industry to develop, organize, and execute activities and structures for students to enrich their educational experience and support them in successful program completion.
- Ability to work and communicate with business and higher education partners, school staff, and community agencies effectively and in a timely manner.
- Knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.
- Ability to assist students in completing necessary tasks in a manner which empowers them to advocate for themselves in the future.
- Must be eligible and attend training to drive DPS small activity bus for related student activities
- Bachelor's Degree or related experience.

## Director-Career Launch Chicago

Overview: Reporting to the AVC-Early College, the Director-Career Launch Chicago will provide leadership and guidance to operationalize Career Launch and oversee implementation. The Director will report to a management committee that includes leadership from CPS, CCC, and Office of the Mayor, City of Chicago. The Director will also work with the Chicagoland Workforce Funder Alliance at an advisory level. The Director will be tasked with leveraging internal and external partners to support the mission and success of Career Launch, including teams at CPS and CCC engaged in the 5-year strategic roadmap, and CTE and workforce academic teams.

### Roles and Responsibilities:

- **Mission Advancement:** Oversee development and advancement of the mission and goals of Career Launch in coordination with CPS and CCC. Key duties include stakeholder engagement, program/project management committee management, and system coordination across staff or vendors to support implementation.
- **Marketing and Awareness Building:** Create marketing materials that explain youth apprenticeship opportunities; Identify opportunities locally and nationally to promote youth apprenticeships; support recruitment efforts at high school level to attract students to youth apprenticeship programs.
- **Systems Development:** Help build systems and tools that will ensure relevant information is captured from all stakeholders; develop scopes of work with potential vendors to update or create systems; work with partners to keep information updated.
- **Employer Cultivation and Support:** In partnership with other key stakeholders, create and execute an employer engagement strategy; maintain a list of employer prospects; develop partnership agreements. Maintain continuous lines of communication with

employers throughout the apprenticeship experience to problem solve and ensure satisfaction; advocate for equity and access in hiring.

- Program Design and Oversight: Participate in CPS/CCC led discussions with employers to develop requirements for youth apprenticeship opportunities; ensure each apprenticeship has a detailed training plan and necessary MOUs, including specifications on compensation and benefits; monitor compliance measures and work with stakeholders to ensure program execution.
- Apprentice Supports: Maintain continuous lines of communication with apprenticeships throughout the apprenticeship experience. Ensure students meet apprenticeship eligibility requirements and provide informational and preparation workshops, ongoing mentorship and case management support.
- Stakeholder Engagement and Coordination: Coordinate the apprenticeship experience across stakeholders - with education and training providers, business partners and other organizations or agencies. Be a consistent point person to address issues and problem solve. Seek opportunities for partnership across sectors, initiatives and organizations
- Data and Evaluation: Put in place systems and structures to document and monitor apprenticeship programs and apprentice-specific requirements, including metrics on outcomes for students and employers.

#### Qualifications:

- A Bachelor's degree is required; Master's degree preferred.
- Strong understanding of the Chicago Public Schools landscape.
- Grounding in research on student success, work-based learning, labor trends, etc.
- Passion or interest in solving talent pipeline issues in Chicago.
- Experience in an entrepreneurial role, where issues have to be identified and resolved quickly in collaboration with multiple stakeholders.
- Demonstrated ability to launch a new program, initiative or organization.
- Experience working in a highly accountable and metric-driven environment.
- Strong analytic, writing and public speaking skills, including the ability to assess and synthesize complex information into a clear, concise summary.
- Ability to monitor and analyze impact, trends and research and translate into evidence-based strategic recommendations.
- Ability to work in a fast-paced, rapidly changing environment with many stakeholders that at times have competing priorities or where you have little direct authority over their work (influence vs command). •Ability to engage with stakeholders at multiple levels and project manage committees to move work forward.
- Ability to be a trusted thought partner and collaborator with educational institutions, philanthropic organizations, employers, etc.
- Willingness to take initiative, manage a high volume of work and meet ambitious deadlines – sometimes in an independent, self-directed manner.
- Strong leadership skills with high level strategic thinking and planning skills.
- Understanding of financial statements, contract negotiations, budgeting and resource allocation, and governance structures.
- Proven ability to act with integrity, humility and modesty.

## **Workforce Development Training Specialist I (Regional Youth Apprenticeship Coordinator) Northeastern NC**

### Overview:

- This position is a grant funded/time-limited position through October 2022. As an employee of the NC Community College System, the candidate will serve the Northeastern NC prosperity zone to promote, develop and register youth apprenticeship and training programs with employers, other sponsors, Public Schools and Community Colleges. The Coordinator will work to develop industry-led youth apprenticeship consortia in their assigned region in all industry sectors. The Coordinator will work as a team member to assist the sponsor and apprenticeship consultant in registering youth apprentices into these high skilled training programs.
- The Regional Youth Apprenticeship Coordinator works with employers to create a recruitment and screening process for candidates applying for a pre-apprenticeship or apprenticeship. The Coordinator will also work with school districts to conduct workshops and seminars across the region for employers, parents, students, educators, and school administrators about youth apprenticeship. Work is performed independently under the general supervision of the Youth Apprenticeship Manager.
- The position should be hosted externally by a Community College within the Northeastern NC Prosperity Zone in any of the following counties: Beaufort County, Bertie County, Camden County, Chowan County, Currituck County, Dare County, Gates County, Halifax County, Hertford County, Hyde County, Martin County, Northampton County, Pasquotank County, Perquimans County, Pitt County, Tyrrell County, Washington County

#### KNOWLEDGE/SKILLS/AND ABILITIES:

Candidates must have the ability to knowledgeably relate to a variety of stakeholder groups including business/industry representatives from trainers to top management in large companies, K-12 leadership and support positions, community college leaders, and community leaders. Proficiency in Microsoft Word, PowerPoint, Excel, and the internet required. The candidate must have the ability to utilize a CRM, schedule and manage meetings in an on-line platform or face-to-face and must be able to perform public speaking. Must be able to prioritize and schedule daily activities in a timely manner.

PREFERENCES: Familiarity with high school career and technical education programs and/or community college dual enrollment preferred. A strong candidate will have a background in higher education, school counseling, career development facilitation, work-based learning programs or workforce development.

#### QUALIFICATIONS

Bachelor's degree in business administration, human resources, industrial education, instructional design or discipline related to the assigned workforce training area from an appropriately accredited institution and three years of experience in designing, providing, and/or coordinating industry-specific training in higher education, business or the public sector; or Associate's degree in any of those same disciplines from an appropriately accredited institution and five years of experience in designing, providing, and/or coordinating industry-specific training; or an equivalent combination of education and experience.

## **Youth Apprenticeship Coordinator EAU CLAIRE (Wisconsin)**

Overview: The Youth Apprenticeship Coordinator works with Student Services and Academic services to promote and coordinate the Youth Apprenticeship Program. Additionally, these positions support building level mentors and building level student credential and certificate programs in Career and Technical Education.

### **Roles and Responsibilities:**

- Provides support and assistance with coordinating the annual interview day.
- Ensures that the end of program documentation is collected and submitted. Assists with identifying and communicating courses eligible for various pathways.
- Acts as a resource to answer general questions and provides information about the Youth Apprenticeship program.
- Recruits and develops other teachers to be Youth Apprenticeship mentors for students.

- Provides support for building level student credential and certificate programs in Career and Technical Education.
- Promotes the Youth Apprenticeship program and helps to recruit potential participants.

Qualifications:

Wisconsin teaching certification at the secondary level. Career and Technical Education teaching experience. Minimum of three years' successful teaching experience. Excellent verbal and written communication skills. Strong organizational and planning skills. Ability to work with individuals and groups of varying backgrounds. Demonstrates the use and understanding of equitable and culturally responsive practices. Regularly required to talk and hear. Frequently required to sit and work at a desk/computer for extended periods of time. Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment

## **Senior Director of Education Partnerships (CareerWise NY)**

### About CareerWise New York

CareerWise New York (CWNY) is an innovative new initiative, modeled after CareerWise Colorado, that is shaping New York's workforce through innovative, business-led youth apprenticeships. Our approach offers high school students' opportunities in growing NYC industries, such as IT, financial services, and business operations, and provides all apprentices with a practical learning experience to augment the classroom. For employers, CWNY offers businesses a hands-on role in developing work-ready talent with the skills employers need to innovate and grow their business.

CareerWise New York borrows elements from the Swiss system, which is widely regarded as the gold standard in apprenticeship and ensures benefit to both students and businesses while serving as an intermediary between the complex systems of education and industry.

Reports to: Vice President of K-12 Partnerships



## Position Summary:

The Senior Director will oversee a career readiness initiative with a large group of partner schools paying particular attention to the coherence of implementation within individual schools and building community with and across the group of schools. The Senior Director will lead a team of directors charged with implementation of curriculum, coaching partners, and recruitment. They will develop and sustain productive relationships with our current and future educational partners, as well as ensure educational partners meet and maintain program expectations. We work with our education partners to develop systems and strategies that result in increased access and success for students, strong value for businesses, and strong foundations to scale success in the CWNYS apprenticeship model.

This is a full-time overtime-exempt position.

You will be a part of an innovative, action-oriented team that is agile, responsive, and collaborative. Each person in our organization plays a key role, and each team ensures that critical work moves forward in alignment with shared goals. When needed, we all roll up our sleeves to greet a new opportunity or tackle an unexpected challenge.

## Position Responsibilities:

- Oversee the development of program processes and implementation of program structure within current and future K-12 partners.
  - Create and manage programming to build a community of schools and a coherent whole school experience including LMS
  - Plan and execute principal/assistant principal/counselor trainings
  - Implement and manage a system for documenting and providing school partners with the tools and materials they need to award core credit for courses and the apprenticeship experience
  - Work closely w/ a sub-group of interested schools on a campaign to educate postsecondary partners
  - Develop and manage a system of performance feedback for schools
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- Create systems to streamline our ability to address school programmatic concerns like scheduling, credit, and program goals

## Qualifications & Experience

- 7-10 years of K-12 leadership and/or higher education leadership experience.
- Postsecondary degree in education (or 7+ years professional experience in leading youth development, K-12 and/or higher education).
- Demonstrated experience leading teams, teacher collaborations, professional development and grade-wide or school-wide initiatives.

- Strong understanding of school processes including scheduling, credits, transcripts, graduation, college access, etc.
- Experience in progressive education, restorative justice practices, real world learning, project-based learning, advisory is strongly preferred.
- Strong grasp of Understanding By Design and experience with curriculum development and teacher coaching.
- Fluency in Microsoft Office Suite and Google Suite required, familiar with Salesforce a plus. Demonstrated expertise in leading change efforts.
- Relational strength – able to quickly build rapport with a variety of people.
- Possess strong project management skills – prioritize activities and work in an independent, self- directed manner against tight deadlines as well as manage a team’s progress and keep them accountable to results.
- Polished client management skills – you have composure and confidence in meetings with high- level staff of schools, districts, higher education institutions, businesses, and state agencies.
- Excellent written and verbal communication skills.
- Have a passion for youth development and a curiosity about a wide range of 21st century career trajectories.
- Unwavering commitment to service and social justice; willing to engage with and support colleagues and partners in addressing systemic barriers to youth success and racial inequity; personal commitment to young people growing up in low-income communities.

Who are you:

- Successful experience working with high school youth.
- General knowledge of the public education system, higher education, and work-based learning programs.
- Flexible, adaptive thinker who responds well to change and unexpected challenges. Relational strength – able to quickly build rapport with a variety of people.
- Comfortable in both a school and business setting. Demonstrated project management experience.

- Polished client management skills including compelling presentation skills that tell a story including the ability to adjust to any given audience.
- Excellent written and verbal communication skills.
- Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in wherever our skills are needed

## Program Coordinator - Greater DC Region

### Overview:

Are you an experienced youth development or education professional with a passion for racial equity and increasing economic opportunity for all? Urban Alliance, a national youth workforce development nonprofit, is currently seeking a Program Coordinator for Greater DC Region to support our students' professional development, post high school planning, and support the job mentors who work daily with our students. You'll have the opportunity to join a fun, committed, and hard-working team that always puts our students first. This position reports to the Greater DC Region Program Director. We seek a candidate who can dedicate a minimum of two years to the role and has experience working with youth in Northern Virginia and/or the DC region

### About Urban Alliance

For more than 25 years, Urban Alliance has provided thousands of economically-disadvantaged youth with the skills, social capital, and career exposure needed to overcome systemic barriers to equal employment and educational opportunities. Urban Alliance's programming serves as a bridge between young people, employers, and schools by providing high school students with comprehensive soft skills and digital literacy training, paid internships with local employers, individualized mentoring, case management, and ongoing post-high school planning support. Urban Alliance is one of the few youth workforce development organizations to have its impact proven by a six-year randomized controlled trial and has been recognized as a leader in the field by the book *Moneyball for Government*, as well as the *Chronicle of Philanthropy*, *NPR*, *Forbes*, the *Urban Institute*, and the *Obama Foundation*.

### Job Responsibilities

- Support and monitor the professional, academic and personal performance of high school interns
- Build and maintain relationships with students, mentors, parents, and school staff
- Actively recruit program participants, including visits and presentations to target schools
- Manage relationships with corporate leaders by regularly communicating with and supporting mentors to help them structure workplans, supervise interns and assist in their personal and professional growth
- Collaborate with mentors to conduct formal evaluations of intern job performance and skill development
- Troubleshoot and mediate jobsite conflicts
- Facilitate weekly professional development workshops for high school interns
- Counsel interns on post-high school options, college application process, and develop individual plans for each intern
- Demonstrate flexibility with the understanding that working with youth requires going above and beyond
- Work with Executive Director and Director of Evaluation to share data and respond promptly to data requests
- Represent the organization at events, as needed

#### Qualifications

- At minimum a Bachelor's Degree
- At least two years of experience working in youth development/with youth in Northern Virginia and/or the DC region.
- Teaching and group facilitation experience required
- Passionate about our mission and the possibilities of what youth can accomplish
- Experience working with community organizations and schools in under-resourced areas
- Excellent oral and written communication, including mediation skills and the ability to have direct and open conversations
- Ability to develop strong relationships with youth as well as corporate mentors/executives
- Ability to work independently and in a team
- Proficient in MS Word, Excel, Access, Publisher, PowerPoint

#### Desired Characteristics for the Greater DC team:

- Strong work ethic: you do what it takes to get a job done to its fullest
- A sense of humor: you know how to laugh at yourself and lighten a mood with you peers
- You like to win: We believe in winning for youth.