

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

**Position:** Apprenticeship Manager

**Location:** Partner4Work, 650 Smithfield Street, Pittsburgh, PA 15222

**Reports To:** Director of Strategic Innovations

**Salary:** \$55k-\$65k

**FLSA Status:** Exempt

## **Summary**

The Apprenticeship Manager is responsible for coordinating strategies, partnerships and programs that expand and strengthen opportunities for apprenticeship and pre-apprenticeship in both traditional and non-traditional industries and occupations throughout the Greater Pittsburgh region. The Apprenticeship Manager will oversee a portfolio of local apprenticeship and pre-apprenticeship programs, coordinating programmatic activities with individual employers and partners. The Apprenticeship Manager will also assist the Director of Strategic Initiatives and senior leadership team in designing and realizing broader strategic goals, such as incubating pilot programs and strengthening connections between pre-apprenticeships, registered apprenticeships, and institutes of higher education.

The Apprenticeship Manager will work in close collaboration with internal P4W teams as well as a wide range of external stakeholders, including employers and industry consortia, unions and labor councils, training providers, secondary and post-secondary education, and staff from the Pennsylvania Department of Labor and Industry and other government agencies. The successful candidate will bring significant strategic leadership, project management, organizational, interpersonal skills to the table.

## **Essential Duties and Responsibilities**

### **Apprenticeship Management**

- Work closely with employers and training providers in the implementation of apprenticeship and pre-apprenticeship programs
- Develop and manage Requests for Proposal (RFP's) and contracts
- Collect and analyze program and participant data (monthly or as needed)
- Monitor progress on programs to ensure milestones and outcomes are met
- Support outreach and retention efforts to ensure equity, inclusion, and accessibility of programs, at times directly overseeing the recruitment process
- Support employers, sponsors, training providers, and other key partners with challenges encountered with apprenticeship programs
- Report successes and challenges to internal and external stakeholders

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## **Strategic Initiatives**

- Work with Director of Strategic Initiatives and senior leadership team to develop and implement local and regional apprenticeship plans
- Identify opportunities for apprenticeship innovation and expansion; build relationships with key stakeholders in targeted industries
- Develop new on-ramps to apprenticeship career pathways for special populations such as dislocated workers
- Coordinate and facilitate meetings with businesses, industry groups, and other partners to explore and incubate new apprenticeship opportunities

## **Program Research and Evaluation**

- Identify lessons learned through evaluation findings and make recommendations regarding program design and future funding decisions
- Gather and share local and national best practices in apprenticeship and pre-apprenticeship
- Attend local, state, and national conferences and meetings related to apprenticeships

## **Other Key Responsibilities:**

- Gather background information about public and private apprenticeship grants
- Assist with grant proposals and reports on key projects
- Field inquiries from companies and organizations seeking to establish programs, connecting those parties to relevant information, technical assistance, and resources
- Attend meetings on Partner4Work's behalf, represent Partner4Work in collaborative efforts
- Collaborate with other internal departments (fiscal, youth team, operations, etc.) as needed

## **All other duties as assigned**

## **Required Knowledge, Skills, and Abilities**

- Excellent project management skills and strong leadership capabilities.
- Excellent communication skills, including oral and written presentations.
- Ability to think strategically and execute new ideas in a fast-paced environment.
- Ability to work independently and in small interdisciplinary teams, while being a self-starter.
- Comfortable working with commercial, local government, and nonprofit sector partners.
- Ability to develop relationships and effectively collaborate with diverse groups of internal and external stakeholders.
- Strong computer skills, including proficiency in using Salesforce, Microsoft Word, Excel, and other graphic tools.

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## **Education and Experience Requirements**

- Strong interest in workforce development and project management desired, with at least 4 years of directly applicable experience required, including demonstrated staff and program management.
- A Bachelor's degree or equivalent professional experience required.
- Demonstrated experience in managing client relationships, knowledge of public policy, and strong financial management skills a plus.
- Must have reliable access to transportation and ability to travel locally and regionally.

## **ADA Requirements**

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 accommodation may be used to enable individuals with disabilities to perform the essential functions. The employee may occasionally lift and /or move up to 10 pounds. The work environment characteristics are representative of those an employee encounters in an office environment. This position description in no way states or implies that these are the only job duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

**To apply: Send a cover letter, resume, three references, and salary requirements to [employment@partner4work.org](mailto:employment@partner4work.org). No phone calls, please.**

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