

Growth & Expansion Coordinators: Statewide Manufacturing Apprenticeship Expansion **[2 FTE (full-time equivalent) positions]**

About the Organization: Initiated by four workforce boards (WBs) to form a partnership among industry, academia, and workforce development, the Northeast Advanced Manufacturing Consortium (NAMC) was established to promote sustained talent development support for manufacturing within northeast Massachusetts. Through a variety of workforce development initiatives, NAMC works to develop the regional workforce pipeline that will provide the skilled employees necessary for advanced manufacturing to remain globally competitive long into the future.

As part of this work, NAMC has led apprenticeship expansion activities in northeast MA as well as some other areas of the state. The MassHire-North Shore Workforce Board is an approved apprenticeship sponsor and will provide this service to other WBs across MA and/or will help other WBs become a sponsor should they so desire.

Job Summary: Report to the Executive Directors (EDs) of the four MassHire Workforce Development Board (WB) regions with accountability to NAMC's business leadership. As part of the NAMC team, train and develop MassHire WB and Career Center staff to utilize the apprenticeship model to better meet industry's talent needs. Build capacity within MassHire to manage the growth of the apprenticeship model within their regions. Work with their staff and relevant training providers to develop mutual executable commitments focused on new and incumbent manufacturing staff development and prospective employee recruitment, training, and hiring into apprenticeship programs. Support other MassHire organizations to become apprenticeship sponsors.

Primary Responsibilities and Duties

- Train statewide MassHire staff on the benefits of the apprenticeship model as a talent development tool. Train staff to develop apprenticeships and bring them to the point of registration with the MA DAS (Division of Apprenticeship Standards). Ensure that staff are fully-prepared to oversee these apprenticeships from implementation to successful completion. Also provide assistance to companies to define the training required to meet their employees' skill needs for on-the-job and related technical instruction, to manage DAS documentation around these apprenticeships, and to implement the training as defined in this documentation so it is completed successfully.
- Help MassHire staff build and expand their professional relationships with manufacturing companies to include the development and implementation of apprenticeship programs.
- Train MassHire staff to ensure that all documentation is complete and on file with the North Shore WB, the apprenticeship sponsor for this project.
- Participate in consortium meetings and report on progress to partners; highlight observed trends; suggest responses to reported requirements.
- Assist in researching, interpreting, and disseminating labor market and other data that describes manufacturing industry developments and provides direction for apprenticeship development.
- Convey manufacturing employers' workforce needs to community colleges, vocational schools, and other partners so that appropriate education and training programs are provided.
- In partnership with the WB EDs and the NAMC team, identify potential grant, foundation, and legislative funding opportunities that may support manufacturing-sector job creation and apprenticeship programs. Participate in the preparation of responsive funding proposals.
- Create summary and prospect-tracking documents outlining the results of company apprenticeship visits, e.g., contact information, company needs, commitments, ideas about the work to be accomplished, next steps. Collect information and track activities in order to facilitate assessments of progress and to determine outcomes of consortium efforts.

- Interact with the finance departments of the appropriate WB(s) to track any financials connected with apprenticeship activities. Assist in any budget modifications or amendments and accompanying budget narrative changes.
- If required, attend WB Board and committee meetings and prepare any reports required for distribution to members. Other duties as agreed to by the WB and NAMC.

Qualifications

- Bachelor's degree or higher in a related field preferred
- Familiarity with the apprenticeship model or similar training models preferred
- Familiarity with nontraditional apprenticeship models, including apprenticeships in manufacturing, preferred
- Ability to engage company leaders as working partners and influence company, college, and school leadership to align with initiatives
- Experience with workforce development activities and/or with the public workforce development system preferred
- Extensive knowledge of the manufacturing industry required; experience working in manufacturing and familiarity with current manufacturing technologies preferred
- Ability to listen and understand manufacturers' workforce and other related needs
- Ability to develop and communicate manufacturing workforce solutions
- Able to collaborate on the development and achievement of common objectives
- Solid writing, speaking, and teamwork skills
- Experience with MS Office and utilization of social media tools

Salary: \$70,000 to \$75,000 annually including benefits based on a full-time schedule to be determined. A part-time schedule with prorated compensation may also be possible for qualified applicants. These positions are grant-funded for one year with planned renewal for up to two additional years.

To Apply: Please email a resume with a cover letter to mhns-team@masshire-northshorewb.com by 8/15/21 using the subject line "G&E Coordinator." The hiring process may proceed before this date as qualified applications are received.

Equal Opportunity Employer