

OIC of America

Job Title: Apprenticeship Development Manager
Supervisor: Senior Director of Operations and Strategy
Salary: \$55,000 - \$60,000 + Competitive Benefits Package
FSLA Status: Exempt, Full-time Regular
Location: Philadelphia, PA

ORGANIZATION SUMMARY:

OIC of America (OICA) is a nonprofit organization and the national office of a network of 34 workforce development organizations spread across the United States. Our mission is to provide underserved communities with the tools and support needed to overcome barriers to economic opportunity. We envision a world in which all people are contributing members of their families and communities. Through their efforts and ours, our participants have the opportunity to break the cycle of poverty, and aid to creating a more just and equitable society. OICA provides job and life skills training and matches our graduates with the employment needs of local businesses. Our organization and broader network have trained over 2 million people nationwide over the past 50+ years.

POSITION SUMMARY:

OICA is seeking an Apprenticeship Development Manager to provide technical and professional coordination and hands-on leadership in the development of apprenticeship pipelines at OICA SOAR program sites. The incumbent is responsible for creating a plan to develop, grow and implement apprenticeship pipelines into the program nation-wide. Work directly with executive leaders, program managers, and frontline staff to build relationships with employers, labor unions, industry associations or other stakeholders that are key in the development of apprenticeships. He/she provides administrative support to ensure affiliates' apprenticeship programs remain in good standing and in compliance with the respective apprenticeship sponsorship body.

RESPONSIBILITIES:

- Develop a comprehensive toolkit with resources, guidance and tools on how to start, develop, and grow effective apprenticeships in a variety of industries and career pathways.
- Work with OICA affiliates to reposition their programs as pre-apprenticeships or develop a pre-apprenticeship component that can connect with an apprenticeship pipeline.
- Provide guidance to affiliates on how to assist employers in developing apprenticeship standards, work schedule processes, related technical instruction and mentoring plans for establishing apprenticeship career pathways.
- Provide guidance to affiliate program managers on how to collect, track and deliver federal, state, and municipality apprenticeship required documentation, data and reports on a timely basis.
- Negotiate/building relationships with labor organizations (i.e. unions) and industry associations the operate apprenticeship programs.
- Coordinate with affiliate program managers and the apprenticeship sponsorship bodies to provide program/project planning and develop related operational procedures to assist apprentices in the successful completion of the program.
- Serves as a liaison and technical expert between affiliates, colleges, training providers, employers and other stakeholders by coordinating assistance aspects of apprentice training including admission, assessments, registration, progression and retention, supportive services and credentialing.
- Assist with organizing, planning, and executing events in support of apprenticeship awareness, development, retention, and work readiness.

- Equip SOAR affiliate program staff on messaging and strategies to convince employers of the benefits of starting apprenticeship programs.
- Work in partnership with the OICA Communications Manager and affiliate personnel to coordinate program outreach and recruitment, including workshops/information sessions, and collaborate with partner agencies who can advocate for the apprenticeship model.
- Provide guidance to affiliates on how to work with employers and apprentices to ensure success of apprenticeship; troubleshoot and mitigate challenges or issues.
- Travel to meet with employers and other stakeholders who may need more in-depth support through the apprenticeship development process.
- Visit affiliates and employer sites to observe and or monitor the day-to-day operations of the apprenticeship program.

QUALIFICATIONS AND SKILLS

- Commitment to OICA mission, vision and team values
- Past experience developing apprenticeship programs
- Advanced knowledge of the apprenticeship model of training
- Advanced knowledge of accreditation policy/programs
- Bachelor's degree in business, psychology, education, social work, vocational or other allied and appropriate fields, preferred; appropriate experience (sales, job development, career services and or counseling) and/or special training may be substituted in lieu college degree.
- Master's Degree preferred (MBA, MPA, MPP, MSW, or MA/MS in related field).
- 5+ years' experience working in a government agency, nonprofit organization or business experience with paid work based learning pre-apprenticeship, and/or registered apprenticeship programs, preferred
- Knowledge of labor markets, careers, and job search techniques a plus
- Strong knowledge of apprenticeship requirements and an understanding of how to navigate state agencies and sponsorship bodies
- Demonstrated ability to meet customer needs, problem solve and collaborate with others
- Proficient in MS Office applications (especially MS Word and Excel).
- Excellent written and verbal communication skills including resume and cover letter writing, public speaking, presentation delivery, and email writing
- Excellent interpersonal, relationship-management, and customer service skills.
- Personal vehicle, valid driver's license and insurance, a plus
- Flexibility in work hours; ability to work evenings
- Ability to travel nationally 10% – 25% of the time

EQUAL OPPORTUNITY EMPLOYER:

OICA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.