

## **Job Posting: Northwest Michigan Works! Apprenticeship Specialist**

**Northwest Michigan Works!** is seeking an individual with a sharp business sense to serve as an Apprenticeship Specialist in the Petoskey Area of Northern Michigan. As an **Apprenticeship Specialist**, you will be coordinating, implementing and managing registered apprenticeship programs in Northwest Michigan. In this unique role, Apprenticeship Specialists work directly with employers and educational partners to design custom training programs across a wide range of industries and in-demand occupations. Apprenticeship Specialists also work one-on-one with apprentices to help ensure success of each participant in their individual programs.

The Apprenticeship Team looks forward to welcoming a new, dynamic member with the ability to collaborate while accomplishing individual goals. Each day holds a different experience with an innovative focus!

### **Responsibilities, Essential Duties and Functions**

An employee in this position may be called upon to perform any or all of the following essential duties. Other duties may also be determined by current workflow and pending projects requiring completion.

- Work directly with employers to research, develop, launch and manage customized training programs.
- Collaborate with educational and training providers to write curriculum, manage program development and record apprentice success.
- Support and empower apprentices throughout the apprenticeship program by providing ongoing case management and barrier removal services.
- Perform community awareness and outreach activities including presentations, reports and other related functions.
- Capture, coordinate and manage a variety of information and required documentation.
- Identify resources and services for apprentices and employers; assist in grant administration.
- Work closely with the Northwest Michigan Works! Business Services and Career Services Teams.
- Complete tasks using a human centered program design.
- Travel throughout the region to meet with employers, educational providers and apprentices.

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

- Exceptional organizational abilities.
- Experience in business, workforce development, human resources, sales or related field; Bachelor's Degree desired but not required
- High level of relationship building, customer service and interpersonal skills.
- Case management abilities with strong attention to detail.
- Flexibility to adjust with a variety of situations.

- Ability to develop effective partnerships and collaborative relationships.
- Ability to work effectively as a member of a team.
- Outstanding computer skills and proficient in multiple computer operations, social media and business software
- Possession of a valid driver's license and insurable to drive agency vehicles.

**Compensation**

This is a full-time exempt position with an annual salary of \$45,000.

**How to Apply**

Please submit a cover letter and resume to [Evelyn.Szpliet@NetworksNorthwest.org](mailto:Evelyn.Szpliet@NetworksNorthwest.org)