



Apprenticeship Navigator Apprenticeship Innovation Program Largo, Maryland

About Us:

Employ Prince George's is the administrator of the Prince George's County Public Workforce System, branded as the Prince George's County American Job Center Community Network, and a workforce development service provider operating 10 workforce development programs. Through the efforts of Employ Prince George's programming and the programming operated by Prince George's County American Job Center Community Network members, Employ Prince George's manages the delivery of workforce development services to over 30,000 job seekers and 4,000 businesses annually. Services are identified by two groups, Business Services and Job Seeker Services, with the goal of partnering those services to assist job seekers in gaining employment and assist businesses with recruiting qualified talent. The complexity and amount of the workforce programs, services, and service providers managed by Employ Prince George's has led to the organization being labeled as "the bridge between job seekers and businesses" in Prince George's County.

Job Summary:

Currently, EPG is seeking a qualified candidate for an **Apprenticeship Navigator** position. Located within the Office of the President, the Apprenticeship Innovation Program, coordinates and administers apprenticeship programming and activities on behalf of Employ Prince George's and the Prince George's County American Job Center Community Network. The Apprenticeship Innovation Program is operated by the Apprenticeship Navigator under the leadership of the President of Employ Prince George's. The Apprenticeship Innovation Program (AIP) is a regional apprenticeship program designed to create apprenticeships, register apprenticeships, expand apprenticeships within traditional and non-traditional industries, connect communities and job seekers apprenticeships, and integrate apprenticeship into the Prince George's County American Job Center Community Network. AIP ensures job seekers are matched with qualified employment opportunities, serves as an intermediary and manager of apprenticeships, and documents the eventual employment outcomes of Prince George's job seekers participating in apprenticeships.

The Apprenticeship Navigator performs the day to day operational tasks and duties of the AIP and is responsible for leading Employ Prince George's efforts to coordinate and operate apprenticeships in Prince George's County. Under the supervision of the President, the Apprenticeship Navigator works alongside the Divisions and Departments of Employ Prince George's that provide workforce development services to youth job seekers, and adult job seekers and businesses to identify employers and job seekers for apprenticeships. Simultaneously, the Apprenticeship Navigator works alongside government entities, Prince George's County American Job Center Community Network Partners, educational institutions, labor organizations and other entities to create, register and expand apprenticeship programming within Prince George's County. AIP coordinates Registered Apprenticeships, Industry Recognized Apprenticeships, and Industry Associated Apprenticeships.

The Apprenticeship Navigator works independently to complete tasks and coordinates with various partners, divisions, departments, and staff, operating at multiple levels, to administer and coordinate apprenticeship programming. Long term success and growth for staff operating as an Apprenticeship Navigator is based on the staff's ability to adapt to consistently changing work environments, consistently changing programs, consistently changing partners, and a staff members individual initiative to take ownership of their task, initiatives and programs operating under the AIP. Lastly, the performance of the Apprenticeship Navigator is heavily based on tracking daily activities, inputting those activities into the appropriate databases, and analyzing individual and collective outcomes and activities. Other duties may be assigned as deemed necessary by the President.

Key Requirements: The ideal candidate will be highly analytical, perceptive, curious and will have sound judgment, advanced knowledge of work-based learning and apprenticeship models and best practices, including familiarity with competency-based education/training and industry recognized credentials as well as the ability to identify and source candidates including review of resumes and employment history. A proactive attitude and problem-solving ability in addition to excellent written and verbal communication and customer service skills are essential in this role! Strong organizational skills with attention to



detail and the ability to work independently and within a highly collaborative team environment is paramount. The ability to review and execute work-based learning contracts to meet federal guidelines and to conduct consultative sales visits, identify business needs and recommend appropriate solutions is critical.

Qualifications: Requires at least a bachelor's degree and 3-5 years of experience in workforce development, business, education, or related field experience. Workforce development, curriculum development or project management certifications preferred. Must possess strong organizational and prioritization skills to create operational plans and strategies while prioritizing the goals and strategies of Employ Prince George's Workforce Services Division and Office of Business Services. Requires understanding of federal, state, and local workforce regulations including Workforce Innovation & Opportunities Act (WIOA) regulations; Local Workforce Development Board policies, procedures, and guidance; and Office of Apprenticeship regulations. Must exhibit good interpersonal, oral, written, and organizational skills. Ability to establish quick rapport. Must exhibit the ability to multi-task and work well within time restrictions. Must exhibit good computer literacy. (i.e., WORD, EXCEL, ACCESS, OUTLOOK, Internet, etc.)

How to Apply: Qualified candidates are encouraged to submit a cover letter, including salary requirements, and resume to CareerOpportunities@employpg.org. Cover letters should be addressed to, **ATTN: Human Resources and must include Apprenticeship Navigator in the subject line of your email.** **EOE/AA employer.** **NO TELEPHONE CALLS PLEASE**