



**Job Title: Apprenticeship Coordinator**

The Apprenticeship Coordinator will be responsible for the development and monitoring of two apprenticeship programs at Hospitality Training Academy for the U.S. Department of Labor (“DOL”) and State of California - Division of Apprenticeship Standards (“DAS”) registered apprenticeship programs: Culinary/Line Cook & Room Attendant/Housekeeper. The Apprenticeship Coordinator is a full-time, exempt position with some weekend and after-hour requirements.

**PRIMARY FUNCTION:**

1. Outreach to non-profit, faith- and community-based and governmental organizations to locate interested applicants for the apprenticeship programs, to explain the details of the program, and to invite them to attend informational sessions. Must develop a public relations and communications strategy to support the program goals and increase community awareness.
2. Develop a yearly outreach plan according to program needs and capacity.
3. Develop, implement and evaluate apprenticeship opportunities to support hospitality industry needs.
4. Support student success respond to student needs, model employability skills, demonstrate professionalism, and work collaboratively with other faculty, staff, and external partners.
5. Demonstrate true passion for working with low-income, underserved communities to ensure those in the community are given the opportunity for a better life and a good job with benefits that will move the apprentice toward the middle class.
6. Facilitate review processes to ensure compliance with all apprenticeship policies and procedures.
7. Oversees all apprenticeship paperwork and scheduling all applicants for interviews, orientations, classes and job interviews.
8. Ensure that all apprentices receive the highest quality-job related education needed to meet or exceed the federal and state registered apprenticeship standards.
9. Responsible for meeting with the Case Manager and Instructor teams to ensure that the apprentices are successfully completing the program and that the HTA team is addressing all issues that arise during the pre-apprenticeship and apprenticeship component
10. Highly organized, familiar with computer databases, detail-oriented, possess highly developed critical thinking and interpersonal skills, able to multi-task and work independently and within deadlines.
11. Able to quickly adjust to different assignments, and to drive and work at different locations, as assigned.
12. Possess superb writing skills and able to speak confidently in front of large groups of people.
13. Able to comprehend all existing Federal and State Apprenticeship regulations, interpret new regulations, and use their best judgement to ensure the program operates to the best of its ability.
14. Provide feedback to program participants and management/instructors/case managers.
15. Track student progress, compile a series of reports, including monthly, quarterly and yearly reports, compile evaluation data and perform corrective actions.
16. Additional duties, as assigned.

**MINIMUM REQUIREMENTS:**

Must have an Associate's (A.A.) or bachelor's degree (B.A.) degree, and a minimum of two years related experience. Preferred private college, workforce or job development experience.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITY:**

Must possess excellent writing, grammar and proof-reading skills

Ability to completely operate independently

Analyze and evaluate the current program and come up with innovative ideas on how to change and improve the existing program

Excellent communication skills are required, both verbal and written, along with being detail oriented

Ability to multi-task, quickly think on your feet, and be

Willingness to speak and motivate large groups of people

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. Duties, responsibilities and activities may change at any time with or without notice.*