



POSITION DESCRIPTION

TITLE:	Apprenticeship Navigator	CATEGORY:	Professional
FLSA STATUS:	Non-Exempt	GRADE:	C

JOB SUMMARY: Responsible for coordinating, developing, and implementing outreach, marketing, and recruitment activities to promote and expand apprenticeship opportunities throughout the community. Ensure the project complies with grant, department, and college requirements.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Serve as the El Paso Community College (EPCC) liaison to the Department of Labor, local stakeholders, and the Texas Workforce Commission, to promote and expand Registered Apprenticeship Programs (RAPs) in the El Paso area. Act as a resource for the full array of services available from EPCC, local, state, and federal agencies.	20%
2. Conduct onsite visits and outreach to business and industry to assist in developing new or expanding existing RAPs. Work closely with the Department of Labor and Texas Workforce Commission to assist in establishing RAPs. Work with the college and with industry partners to convert externship and co-op opportunities to RAPs.	15%
3. Prepare and conduct group and one-on-one presentations to outreach and engage the target population in compliance with the grant. Coordinate referrals and support programs available to apprenticeship program participants.	15%
4. Host and facilitate informational sessions and roundtable events with local industry groups and associations, including the local chambers of commerce and regional economic development entities to engage prospective new programs and partners.	15%
5. Collect data and prepare reports on apprenticeship program development, recruitment, and progress to meet goals.	15%
6. Develop recruitment, promotional, marketing materials, and news releases for the apprenticeship program. Utilize social and print media in coordination with the marketing department.	5%
7. Organize, plan, and execute events supporting apprenticeship awareness, including events for National Apprenticeship Week.	5%
8. Assist with the development of account budgets, expenditure, and revenue forecasts. Track and monitor expenditures, identify problems, and advise as appropriate.	5%

9. Perform other duties as assigned.

5%

SUPERVISORY RESPONSIBILITIES:

BUDGET RESPONSIBILITIES: Assist with program budget/Grant.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Three (3) years of related experience.

CERTIFICATIONS/LICENSURES: Valid driver's license and be insurable by the district's auto liability insurance carrier.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Strong sales background
- Experience working with pre-apprenticeship and Registered Apprenticeship programs;
- Networking, outreach, and team-building skills;
- Ability to interpret and apply rules, regulations, policies and procedures;
- Strong analytical skills and proven persuasive abilities;
- Ability to process and analyze information accurately;
- Effective problem-solving and decision-making skills;
- Ability to interact with all levels of employees at the institution, as well as, any member of the community;
- Effective communications skills; both oral and written;
- Strong presentations skills and public speaking;
- Ability to manage multiple projects simultaneously;
- Experience reviewing and recommending budgets.

2. Equipment Used: Personal Computer and other equipment associated with an office environment.

3. Software Used: A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

POSITION TITLE:	Apprenticeship Navigator
------------------------	--------------------------

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*