



**Job Title:** Pre-Apprenticeship & Career Navigator

**Date:** 10/5/21

**Type of Posting:** Internal and External

**Salary Range:** \$40,000 – \$53,000

**Salary Group:** B17

**WIT JPID:** 14851600

**FLSA Status:** Non-Exempt

**Apply online** at [www.workintexas.com](http://www.workintexas.com) (Job posting: 14851600), **then email your résumé & cover letter** to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

### ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

### GENERAL DESCRIPTION

You will thrive in this role if...

- You are passionate about talking to others about their strengths, talents, and career aspirations!
- You enjoy working on a team to plan, organize, and coordinate on special projects
- You can connect with both clients and businesses in a personable and professional manner
- You enjoy attending networking events and engaging with others
- You are autonomous, self-driven, and solution oriented. You see a problem and leverage your resources to find a sustainable solution.

This position reports to the Director of Research and Career Awareness.

**Note:** This is a grant-funded position, and the end date for this project is October 31, 2022. The position may be extended beyond the project end date depending on funding availability and business need.

### EXAMPLES OF WORK PERFORMED

#### EXTERNAL:

- Foster and sustain relationships and referral pipelines with industry partners, community-based organizations, pre-apprenticeship programs and Registered Apprenticeship Programs (RAP’s) to enhance recruitment and outreach strategies
- Educate potential clients and community-based organizations on the referral process to facilitate enrollment into local pre-apprenticeship programs and post-secondary education pathways
- Enhance awareness of pre-apprenticeship and post-secondary education opportunities to students and adult job seekers which will include developing, coordinating, and/or delivering

classroom presentations, career fairs, parent nights, orientations, networking events, campaigns, and more

- Improve the transition to postsecondary activities of youth who are members of traditionally unserved and underserved populations
- Provide career pathways guidance and planning services to participants and assist in raising awareness of and facilitating connections to community resources and wraparound supports available through various partners and entities
- Outreach and educate Texas-based businesses on quality pre-apprenticeship programs and ways to connect with new or expanding programs

#### **INTERNAL:**

- Work with Workforce Solutions' IT department to develop a software-based internal tracking system to record engagement with prospective clients, employers, and community engagement leads
- Support career case managers and other program staff with placement and retention of clients by coordinating career fairs and other opportunities for clients to connect with apprenticeship, post-secondary pathways, and employer partners
- Assist in the development and ongoing refinement of an action plan to achieve the deliverables of the TWC Apprenticeship and Building Ecosystems for Youth Opportunity (BEYO) initiatives
- Other duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Post-secondary degree or professional experience with a pre-apprenticeship program or the construction industry. One (1) year of qualifying experience may be substituted for each year (30 semester hours) of college up to a maximum of two years. Preferred: Experience with pre-apprenticeship or registered apprenticeship programs.

#### **Knowledge, Skills, and Abilities**

- Requires the ability to communicate effectively, both orally and in writing
- Requires the ability to display a possession of collaborative skills
- Requires ability to work independently and with a team
- Requires the ability to engage with businesses and clients in a professional manner
- Experience working with digital and traditional marketing methods
- Proficient in Outlook, Microsoft Office Suite
- Experience using CRM tools to track business engagement
- Experience working with at-risk populations
- Familiarity with community-based organizations, post-secondary education entities, and client referral processes
- Knowledge of Pre-Apprenticeship and Registered Apprenticeship Programs
- Bilingual (Spanish/English) preferred

#### **Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and out-of-state travel required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, and criminal background)