



One Acorn Street, Providence, RI 02903

BUILDING FUTURES' APPRENTICESHIP RI PROGRAM ASSOCIATE – POSITION DESCRIPTION

BACKGROUND

Building Futures was founded 10 years ago as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupations to train individuals as highly-skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, which include healthcare, information technology, advanced manufacturing and marine trades, among others. Working with employers, industry partnerships, government and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state's workforce and economy.

SUMMARY

Under the direction of the Employer Liaison, the ARI Program Associate is responsible for providing technical support to employers and industry partners who have adopted the Registered Apprenticeship model including: providing regular follow up and customer service and managing related paperwork. This position will also provide overall support to the Apprenticeship RI initiative, including marketing/communications, data/reports as well as event planning in support of National Apprenticeship Week.

1. Partner Relations/Technical Assistance

- a. Provide ongoing technical assistance to Registered Apprenticeship employers/partners to ensure seamless and effective program implementation.
- b. Build long-standing employer relationships through the provision of outstanding customer service.
- c. Collect required paperwork, manage programmatic changes and troubleshoot challenges, as needed.
- d. Conduct research to support RA development in new occupations.
- e. Assist Employer Liaison with promoting Registered Apprenticeship to employers/partners with a goal of expanding the RA model across non-trade industries in Rhode Island.
- f. Assist with writing RA Program Standards.

3. ARI Operations

- a. Participate in information gathering and writing of quarterly and sub-recipient monitoring reports.
- b. Participate in agency-wide initiatives related to RA

- c. Enter individual and programmatic data in electronic and hard copy systems with accuracy and expediency. Query and respond to data requests from program staff members. Prepare reports and track outcomes.

3. Communications/Marketing/Special Events

- a. Support communications and marketing efforts, including engaging in interviews, writing stories and blogs, obtaining photographs and other related activities utilizing social media and traditional outlets.
- b. Manage Twitter account and expand ARI's social media presence.
- c. Identify, plan and implement promotional events, including National Apprenticeship Week activities, such as: panel discussions, proclamations and news releases.
- d. Support the design of marketing flyers and resource materials.
- e. Represent Building Futures/ARI at public events, task forces and other external committees and activities, as needed.

4. Other Duties as Assigned

Qualifications

- A minimum of 2-3 years of program and/or marketing experience, with preference for experience in a non-profit or educational environment.
- Strong organizational and communication (oral and written) skills required.
- Demonstrated customer service experience and/or skills.
- Ability to prioritize multiple competing tasks and activities.
- Social media/marketing experience required including: managing social media platforms, creating marketing materials and writing blogs.
- Competency with computer programs including: databases, Excel, PowerPoint, Word and Outlook. WordPress, Illustrator or other design software a plus.
- Interest in workforce development and the Registered Apprenticeship model preferred.

To apply: Please send cover letter and resume to Amy Weinstein, Employer Liaison, at aweinstein@bfri.org