

The Regional Pre-Apprenticeship Collaboration (RPAC) has a mission to build an equitable, regional pre-apprenticeship system which provides a direct and sustainable pathway to high-paying careers (with benefits) for local, low-income residents – especially women, black Americans, and other people of color.

RPAC is committed to funding and supporting a region-wide approach to outreach, recruitment, education and training resulting in the systematic entry of local, qualified individuals into construction apprenticeships; and to ensure these apprentices successfully complete their apprenticeship and journey out.

POSITION TITLE: RPAC Apprenticeship Navigator
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The main function of this position is to engage the membership of the Regional Pre-Apprenticeship Collaboration and implement the strategic plan of the collaborative. This position will lead the Career Connect Washington grant activities for the collaborative.

ESSENTIAL FUNCTIONS

RPAC Marketing & Administrative Duties

- Provide administrative support to the Steering Committee and the larger membership
- Work with working groups to ensure outcomes are being achieved
- Provide outreach at schools, job fairs and other community events
- Collaborate with pre-apprenticeship programs and create referral opportunities
- Maintain database tracking and records of all collaboration initiatives
- Create and maintain relationships with schools, community-based organizations, pre-apprenticeship programs and apprenticeship programs
- Develop presentations and marketing materials
- Assist with collaborative events
- Work with fiscal agent to ensure financial documents and reporting are complete and correct

Career Connect Washington Duties

- Develop and implement an on-the-job training program to address the needs of the construction industry
- Develop strategies for enrolling youth into training programs, pre-apprenticeship programs, and other career exploration activities to expose them to careers in the construction industry
- Engage in the Career Connect Washington community of practice

MINIMUM QUALIFICATIONS

- Experience providing outreach and communication to disadvantaged populations, especially women, Black Americans and other people of color
- Experience in building collaborative partnerships
- Experience in organizational administration
- Knowledge of apprenticeship and the construction industry
- Marketing or graphic design, marketing and social media experience preferred
- Excellent interpersonal, written and verbal and excellent customer relations skills
- Experience in using various forms of social media for business related purposes
- Experience in recruitment, employment placement services, instruction and counseling to youth populations is preferred
- Knowledge of barriers facing hard to serve clients

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Ability to work flexible schedule to include evenings and/or weekends
- Proof of citizenship or other authorization for employment
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Administration office in Renton and remote locations as assigned

TRAVEL REQUIREMENT: Within the state of Washington, up to 25%

WORK SCHEDULE: Monday through Friday and occasional evening and weekends.

REPORTS TO: RPAC Steering Committee

ANTICIPATED START DATE: ASAP

SALARY

This position is an exempt position and is paid an annual salary of between \$60,000 - \$70,000 per year. This position reports to the RPAC Steering Committee and is housed within the ANEW organization.

This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

BENEFITS

Employer paid benefits include: Medical, Dental and Vision for the employee. Employees may choose to purchase coverage for dependents through the ANEW plan. A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits.

Additional employer paid benefits include: basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

APPLICATION PROCEDURE

This is an open position. To receive first consideration, applicants should submit a cover letter outlining qualification for this position along with a detailed resume. Please email documents to: rpac@anewaop.org