

Position: Pre-Apprenticeship Coordinator (Full-Time)

Reports to: Director of Programs and Partnerships

Role Summary: The Pre-Apprenticeship Coordinator is responsible for working with schools, teachers, and industry partners to support existing career pathways as well as to develop new Pre-Apprenticeship Programs in PAI's partner schools. Their primary focus will be working directly with PAI's PACT Program at a partner high school, supporting students and teachers in 4 CTE Programs through a 4-year program intended to better prepare students to graduate into successful careers in welding, electrical, plumbing and carpentry trades. Additionally, this person will be responsible for the annual recruitment and registration of cohorts of 12th grade Pre-Apprentices, as well support managing operational aspects of grant implementation and reporting.

Who We Are: Philadelphia Academies, Inc. is a 53-year-old non-profit whose mission is to alleviate poverty by creating opportunities for underserved students to thrive. By partnering with schools on one hand and Industry and Post-Secondary Institutions on the other, we accomplish our mission by providing career-connected educational programming for middle- and high-school students, capacity building for teachers and school leaders, and industry organizing – all in support of student success.

The ideal candidate for this position will be proactive, detail oriented, an excellent communicator, flexible, positive, and a team player who is passionate about developing relationships and opportunities for learning between students, teachers and business partners.

Effective October 29, 2021 Philadelphia Academies, Inc. requires all employees to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccination as a condition of employment.

Key Duties and Responsibilities Include:

- Oversee the implementation of PAI's Pre-Apprenticeship in the Construction Trades (PACT) Program at a partner high school, working with students, teachers and partners in a variety of ways including but not limited to: provide skill building workshops, trainings and WBL experiences for students; provide individualized case management to pre-apprentice cohorts; document and record detailed program data; track pre-apprentices one year post-graduation; build industry partnerships to create a pipeline to registered Apprenticeship and career opportunities for graduates; support the Industry Advisory Council.
- Be responsible for the recruitment and registration of cohorts of 12th grade pre-apprentices, in line with stated grant outcomes and program goals.
- Work as part of a larger PAI Team, with a focus on serving 12th grade pre-apprentices, and 11th grade participants, and collaborating with team members working with 9th and 10th grade students preparing for the PACT Program.

- With support from the Director of Programs and Partnerships, maintain all support materials, records and documentation needed to fulfill grant application and reporting requirements for the programs with which they are involved.
- With support from other PAI Staff, participate in grant application and report writing process.
- Partner with other PAI Staff to support the planning and implementation of WorkReady Summer Internships, including recruiting students, gathering and processing student applications and registration forms, data tracking, student placement, etc.
- Support PAI Data efforts by working with Director of Data Supports and Evaluation to oversee and report on data tracking quarterly at the assigned school.
- Along with all PAI staff, support PAI's annual fundraising event, as well as PAI Signature Student Events.
- Other duties as assigned.

Qualifications include:

- Bachelor's degree with 2 years of relevant experience preferably in workforce development, apprenticeship, employer engagement and/or other work-based learning programs.
- Experience working with high school students and/or staff, preferably in an urban context.
- Culturally competent and eager to work in a diverse work environment.
- Experience or training in program design, workforce, stakeholder engagement, employer outreach, grant management or equivalent fields preferred.
- Ability to effectively work with representatives from schools, business, non-profits, educational institutions, government agencies, and all levels of management and staff.
- Willingness to learn policy and practices impacting apprenticeships
- Able to follow directions, work collaboratively, and advance work individually.
- Passion for racial equity and commitment to applying an equity lens to all that you do.
- Excellent organizational skills and attention to detail; ability to effectively manage multiple projects at once.
- Self-motivated, with a demonstrated ability to take initiative, anticipate needs and exercise independent, sound judgement.
- Strong time-management skills, including the ability to prioritize tasks and function in a fast-paced, deadline-driven environment.
- Proficiency in Microsoft Office Suite required.

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: clafferty@academiesinc.org.