

Position: Pre-Apprenticeship Coordinator (Full-Time)

Reports to: Director of Workforce Development

Role Summary: The Pre-Apprenticeship Coordinator works as part of a team that 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 (Pre-Apprenticeship in the Construction Trades) 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 as to support managing operational aspects of grant implementation and reporting.

Who We Are: Philadelphia Academies, Inc. (PAI), was established in 1969 to address the dropout crisis plaguing Philadelphia schools through a Career Academy Model which has since been replicated nationally by over 8,000 schools. Today our programming focuses on Workforce Development Initiatives, Teacher & School Leader Support, and real-world Career Experiences. These efforts are designed to focus on generating post-secondary opportunities better suited to achieving our mission.

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, sharing responsibilities to focus on 12th Grade Pre-Apprentice's, broad work with 10th-11th grade construction trade students to prepare them for Pre-Apprenticeships, as well as providing career exposure experiences with 9th grade students.

- With support from the Director of Workforce Development, 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 the 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 pre-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.

Salary Range: \$53,000-60,000, with full benefits package including but not limited to Health, Life Insurance, Paid Time Off and 401K.

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