

APPRENTICESHIP COORDINATOR
ROCHESTER TECHNOLOGY AND MANUFACTURING ASSOCIATION

POSITION SUMMARY:

Responsible for assisting with RTMA's sponsorship of the New York State Registered Apprenticeship Program and Finger Lakes Youth Apprenticeship Program (FLYAP). The Apprenticeship Coordinator (AC) will work collaboratively with the Director of Workforce Development (DWD), signatory companies, registered apprentices, educators/instructors, students/youth apprentices and related training and instruction providers to meet the demands of the apprenticeship programs.

RESPONSIBILITIES AND DUTIES:

Reports to the RTMA's Executive Director (ED) and Director of Workforce Development (DWD).

Work with the Director of Workforce Development on expanding and marketing the RTMA's apprenticeship and youth apprenticeship programs to underserved populations.

Assist with registration and tracking of employers and apprentices in the NYS Registered Apprenticeship Program. Track FLYAP participants post-graduation for employment, college and training programs.

Participate in setting goals for the RTMA's apprenticeship programs, job placement/recruitment efforts and other workforce development programs.

Maintains records accurately and efficiently to assist DWD with New York State monitoring and assist with ED and RTMA Board Reports as needed.

Schedule events and meetings to promote apprenticeship programs and other RTMA initiatives to the appropriate audiences. Included but not limited to events with a focus on Women in Manufacturing, Educator Days and various career exploration events.

Assist with outreach (media and social media included), candidate recruitment and various RTMA events as needed. Strong presence in rural, urban and underserved communities is a high priority.

Must have an ability to work with others and perform additional duties as assigned.

QUALIFICATIONS AND SKILLS:

Working knowledge of advanced manufacturing careers and familiarity with apprenticeship and/or other training programs.

Excellent communication, organizational and problem-solving skills.

Must be proficient in Microsoft Office, Outlook and social media.

Familiar with educational institutions in the greater Rochester and Finger Lakes Region.

(NOTE: Comparable experience may be substituted for minimum qualifications.)

WORK ENVIRONMENT:

Travel within the nine county greater Rochester and Finger Lakes region with the ability to work remotely and in the RTMA's office. Must have reliable transportation.

Hours are generally 8 am to 5 pm with occasional, pre-scheduled early morning, evening and weekend events as needed. Position also features some schedule flexibility.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is performed in both an office setting and within businesses and educational institutions.

Occasionally moving and lifting moderate amounts of weight and operating office equipment that may require repetitive hand movement.

COMPENSATION:

\$50,000 to \$55,000 per year based on experience. Healthcare, IRA contribution, vacation and holidays.

POSITIONS SUPERVISED:

None.

ABOUT THE RTMA:

The Rochester Technology and Manufacturing Association (RTMA) is a not-for-profit that promotes and supports advanced manufacturing innovation and growth in the greater Rochester and Finger Lakes region by partnering with industry, academia and government. The RTMA has a history of supporting manufacturing businesses and its employees for more than 75 years.