



Apprenticeship Pathways Coordinator

Technical College System of Georgia

Office of Workforce Development

Salary Range: \$57,000 – \$67,000 (commensurate with education & experience)

Location: System Office, 1800 Century Place, Atlanta, Georgia, 30345

The position is open to all applicants who meet the minimum qualifications below.

The Apprenticeship Pathways Coordinator is responsible for supporting statewide initiatives related to pre-apprenticeships and emerging apprenticeship pathways for youth, including developing and implementing a statewide pre-apprenticeship framework and increasing pre-apprenticeships and youth-focused apprenticeships throughout the state. This position will work under the direction of OWD's Apprenticeship Programs Manager.

RESPONSIBILITIES

Stakeholder Engagement

- Collaborate with employers, K-12 educational institutions (including CTAE Programs), TCSG institutions, workforce development boards, and community organizations to establish partnerships and increase awareness and adoption of apprenticeship pathways.
- Conduct regular meetings, trainings, and workshops to increase and promote pre-apprenticeships and related apprenticeships in Georgia.
- Conduct targeted outreach to organizations and communities serving individuals with barriers to increase representation and participation.
- Support OWD Communications Team with efforts to increase awareness of apprenticeship pathways in Georgia, share successes, etc.

Apprenticeship Framework Development & Implementation

- Develops and implements a Georgia-specific pre-apprenticeship and youth-focused apprenticeship framework in compliance with federal requirements.
- Ensures framework is in alignment and informed by other internal TCSG stakeholders (Adult Education, Dual Enrollment, etc.) and external stakeholders (CTAE Programs).
- Develops resource guides, policies, and guidance.

Program Development & Management

- Serving as the lead for pre-apprenticeship and youth-focused apprenticeship program development among TCSG institutions and external stakeholders.
- Provides consultative assistance with developing new apprenticeship pathways, including identifying curriculum.
- Developing and maintaining detailed, organized, and updated records and processes in compliance with state and USDOL standards.

Performance Reporting

- Track the progress and outcomes of pre-apprenticeship participants, including job placements, apprenticeship enrollments, and career advancements.
- Compile and analyze data to measure the effectiveness of the pre-apprenticeship and youth-focused apprenticeship frameworks and identify areas for improvement.

MINIMUM QUALIFICATIONS

Associate degree required in a relevant field *and* Three (3) years of relevant work experience.

– or –

Bachelor's degree required in a relevant field

PREFERRED QUALIFICATIONS

- Bachelor's degree in an educational discipline or other related program major from an accredited college or university
- Three (3) years' experience in education; K12 or postsecondary OR Two years' experience in workforce development

TECHNICAL COMPETENCIES

- Expert knowledge in program development and key stakeholder engagement
- Superior oral and written communication skills
- Time and task management skills
- Basic computer skills and ability to adapt to job-related software programs
- Organizational skills
- Project management skills
- Skills in interpersonal relations and customer service
- Decision making and problem solving skills

HOW TO APPLY

Interested parties should apply at Team Georgia Careers, [Team Georgia Careers Website](#)

Applications will be accepted until filled. Due to an anticipated large volume of applications, only those who receive an interview will be notified of the status of the position.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (404) 679-1759.

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