



POSITION DESCRIPTION

Position Title:	Employer Relations Associate
Reports to:	Employer Relations Manager
Supervisory Responsibilities:	N/A
Employment Status:	Full Time
Salary Range:	\$60,000 - \$65,000

Building Futures' Apprenticeship Rhode Island initiative works to expand the use of Registered Apprenticeship (RA) across industries in Rhode Island. We are helping develop new Registered Apprenticeship Programs in multiple sectors, which include healthcare, information technology, advanced manufacturing and marine trades, among others. Working with employers, industry partnerships, government and community-based organizations, we are spreading the proven model of RA to benefit the state's workforce and economy.

Under the direction of the Employer Relations Manager and the Apprenticeship Systems Manager, the Employer Relations Associate is responsible for providing technical support to employers and industry partners who have adopted the RA model. This work includes building relationships by providing regular follow up and customer service, promoting RA to employers/partners with a goal of expanding the RA model, and maintaining participant records.

RESPONSIBILITIES:

1. Partner Relations/Technical Assistance

- a. Provide ongoing technical assistance to Registered Apprenticeship employers/partners to ensure seamless and effective program implementation.
- b. Build long-standing employer relationships through the provision of outstanding customer service.
- c. Manage programmatic changes and troubleshoot challenges, as needed.
- d. Conduct research to support RA development in new occupations.
- e. In conjunction with Employer Relations Manager, promote Registered Apprenticeship to employers/partners with a goal of expanding the RA model across industries in Rhode Island.
- f. Assist with writing RA Program Standards.

2. Apprenticeship System Operations

- a. Participate in information gathering and writing of quarterly and sub-recipient monitoring reports.
- b. Participate in agency-wide initiatives related to RA.
- c. Maintain participant and program records in database with accuracy and expediency.
- d. Support communications and marketing efforts as needed, including support for National Apprenticeship Week.

3. Youth & School Connections

- a. Support the implementation of North American Building Trades Union's Multi-Craft Core Curriculum (MC3) at Rhode Island high schools, including instruction of select topics.
- b. Collaborate with the Outreach and Leadership Development Coordinator to develop connections with high schools and raise awareness around RA opportunities for young people.
- c. Maintain MC3 participant records.

4. Other Duties as Assigned



Qualifications:

- A minimum of 2-3 years of program and/or administrative experience.
- Strong organizational and communication (oral and written) skills required. Ability to follow up and ensure follow through required.
- Ability to work autonomously, collaboratively, and flexibly within a team.
- Ability to prioritize multiple competing tasks and activities.
- Competency with computer programs including databases, Excel, PowerPoint, Word, and Outlook.
- Interest in workforce development and the Registered Apprenticeship model required.
- Some experience working in a youth/ high school setting and/or customer service preferred.

To apply: Please send cover letter and resume to Shelby Mack, Chief of Staff at smack@bfri.org. Resumes received without a cover letter will not be considered. Please apply by January 17.

Building Futures is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

About Building Futures

Building Futures launched in 2007 as a construction industry partnership focused on leveraging the Registered Apprenticeship workforce development model. For over 100 years, unions and employers have jointly operated quality, registered apprenticeships in construction occupations to train individuals as highly-skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program provide an effective workforce development system in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, including healthcare, information technology, advanced manufacturing, and boat building. Working with employers, industry partnerships, and government and community-based organizations, we are spreading the proven Registered Apprenticeship model to benefit the state's workforce and economy.

Learn more at www.bfri.org.