



JOB POSTING PROGRAM ASSOCIATE

About the Opportunity:

This is an ideal opportunity for an organized, detail-oriented, self-motivated individual who enjoys engaging, developing and maintaining employer partnerships in order to develop high-quality Registered Apprenticeship (RA) Programs. The successful candidate will excel in a team environment and will have a passion for building opportunities for others. They will be driven to excel both personally and professionally within a dynamic organization.

This position is responsible for growing and managing external relationships with potential and current RA sponsors in addition to providing on-going technical assistance and support to ensure quality operations. Prior experience in client portfolio management, project management, and presentation is preferred. This is a full-time, hybrid role working collaboratively with the Apprenticeship Rhode Island (ARI) team and will report to the Director of Apprenticeship Expansion. This is a mid-level position with an opportunity to advance for the right candidate, with a starting salary range of \$55,000-\$65,000 with a comprehensive benefits package.

About Building Futures

Building Futures was founded in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality Registered Apprenticeships in the 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 together provide an effective system for workforce development 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, 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 Registered Apprenticeship to benefit the state's workforce and economy.

Building Futures has an annual budget of \$3.8 million with a staff of 22, scheduled to expand to 25 in the coming year.

Knowledge, Skills, and Abilities

- Enthusiastic and productive professional contributor who applies acquired job skills, policies, and procedures to complete assignments and projects of moderate scope and complexity.
- Strong organizational and communication (oral and written) skills and ability to motivate, connect with and inform a variety of audiences.
- Strong analytical, critical thinking, and problem-solving skills.
- Ability to prioritize multiple competing tasks and activities.
- Works independently with general supervision; exercises judgment within defined guidelines and practices to determine appropriate action.
- Demonstrate sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Ability to embrace change in a dynamic environment that may include deviation from established plans.
- Build long-standing employer and constituent relationships through the provision of outstanding customer service and care.
- Attentive to Building Futures' standards for accuracy, quality, efficiency.

Responsibilities

The Program Associate has the following areas of responsibility:

Program Development

- Promote the value proposition of Registered Apprenticeship (RA) to employers and partners with the goal of expanding Registered Apprenticeship programs across strategic industries and sectors in Rhode Island.
- Understand employer workforce development needs and identify viable opportunities for the development of high-quality RA programs.
- Support employer partners in developing and implementing high-quality registered apprenticeship programs that address identified workforce development needs, with a focus on creating career pathways for underserved populations.
- Develop program agency by empowering employers to have ownership of their RA program including the understanding and compliance of program deliverables as stated in the RA agreement.

Program Operations

- Continuously act in the best interest of Building Futures and the Apprenticeship Rhode Island initiatives by employing ambassadorship and the promotion of quality RA programs across all external and internal stakeholders.
- Leverage employer relationships to support communications and marketing efforts, as well as promotional events.
- Represent Building Futures at public events, task forces and other external committees and activities as needed.

Quality & Technical Assistance

- Provide continuous supportive technical assistance to RA sponsors and constituents to ensure seamless and effective program design, registration and implementation while consistently supporting program efficacy.
- Provide employers with connections and introductions to external partners that can assist in apprentice recruitment and other means of supporting RA programs.

Other Qualifications

- A minimum of 2-5 years of experience developing and maintaining employer/client partnerships. Additionally, experience with registered apprenticeship, career services, internship programs, and/or workforce development a strong plus.

Additional Information

Building Futures is located in the Valley neighborhood of Providence, RI. This role requires local and state-wide travel. A valid driver's license is required.

Building Futures is proud to be an equal opportunity employer. People of color, women, LGBTQ+ and gender non-conforming candidates, people with disabilities, and people of other diverse backgrounds and experiences are strongly encouraged to apply.

Apply today!

Please submit your cover letter and resume to Rick Daniels, Director of Apprenticeship Expansion, at rdaniels@bfri.org.