JOB POSTING

Title: Program Coordinator (Apprenticeship Expansion)
Reports to: Apprentice Utilization Program Manager
Supervisory Responsibilities: No
Employment Status: Full-time, non-exempt
Starting Salary Range: $60,000-62,500

About the Opportunity
The Program Coordinator plays a pivotal role in supporting Building Futures' apprenticeship expansion programs through administrative support and effective data management. This position coordinates projects and activities across internal teams and external partners, maintains organized systems and records, communicates with stakeholders, and provides administrative and logistical support. This position is also responsible for data entry across multiple data systems, supports data integrity, generates key reports, and provides technical support to database users. The ideal candidate is organized, detail-oriented, collaborative, proactive, and committed to Building Futures' mission.

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 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 that construction projects provide employment opportunities for apprentices at the appropriate level, meeting 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 marine trades. Working with employers, industry partners, government, and community-based organizations, we are spreading the proven Registered Apprenticeship model to benefit the state's workforce and economy.

Key Responsibilities

1. Program Coordination

- Coordinate projects, meetings, events, and other program activities.
- Prepare agendas, facilitate meetings, and document meetings and key action items via detailed and accurate minutes.
- Ensure timely execution of action items through follow up and coordination.
- Support the development and implementation of program processes and procedures.
- Identify emerging issues or needs and bring them to the attention of appropriate staff.

2. Data Management, Reporting, and Integrity

- Maintain and update program-related databases and other documentation systems, including by performing data entry.
- Perform regular data quality audits to ensure the accuracy and integrity of records.
- Regularly generate and distribute reports for various program activities.
- Provide feedback and recommendations for database improvements.

3. Stakeholder Engagement and Technical Assistance

- Develop and maintain positive working relationships with internal and external partners.
- Serve as a point of contact for program partners, community members, and other stakeholders.
- Coordinate information and communication among multiple stakeholders as needed.
- Provide timely and professional training and technical support to staff and external stakeholders on the use of program databases.
- Regularly conduct follow-ups with database users to ensure data entry compliance and accuracy.

4. Organizational Responsibilities

- As needed, greet and direct visitors and answer and route phone calls.
- Contribute to team meetings, organizational planning, and cross-functional projects.
- Participate in organizational events and activities.

- Participate in information gathering and writing of monthly, quarterly, and annual reports.
- Represent Building Futures at public events.
- Other duties as assigned.

Qualifications

Alignment and commitment to our organizational mission are essential: Our mission is to meet employer need for skilled workers through Registered Apprenticeship, creating equitable paths to family-sustaining careers for Rhode Islanders. Additionally, successful applicants will have:

- 2-3 years of programmatic coordination and administrative experience, with preference for experience in non- profit community-based organizations.
- Strong organizational and project coordination skills.
- Experience preparing agendas and facilitating meetings.
- Experience working with databases and information systems, with proficiency in reporting and strong attention to data integrity and quality required. Ability to read, interpret, and analyze data required.
- Excellent organizational skills and attention to detail.
- Strong communication (oral and written) skills required, including a demonstrated ability to consistently foster positive, professional relationships with internal and external stakeholders.
- Demonstrated problem-solving ability related to data management and program operations.
- Ability to prioritize competing tasks and work collaboratively and effectively across multiple teams.
- Self-motivated and committed to personal and organizational excellence.
- Proficiency with Microsoft Office programs, including Excel, Access, Word, and Outlook.
- Bilingual (Spanish) preferred.

Additional Information

Building Futures is located in the Valley neighborhood of Providence, RI.

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.

Building Futures offers excellent health and dental benefits, life insurance, 401k match, and a competitive paid time off package.

How to Apply
Please send a cover letter and resume to hiring@bfri.org with the subject line "Program Coordinator." Applications without a cover letter or resume will not be reviewed.