

Job Description

PROGRAM MANAGER, REGISTERED APPRENTICESHIP PROGRAM

About CareerWise New York:

CareerWise New York (CWNY) is a first of its kind, modern youth apprenticeship based in New York City. Our approach offers high school students opportunities in growing NYC industries, such as IT, financial services, and business operations, and provides all apprentices with a practical learning experience to augment the classroom. For employers, CareerWise New York offers businesses a hands-on role in developing work-ready talent with the skills employers need to innovate and grow their business.

CareerWise New York borrows elements from the Swiss system, which is widely regarded as the gold standard in apprenticeship and ensures benefit to both students and businesses while serving as an intermediary between the complex systems of education and industry.

CareerWise New York's mission is to create opportunities for youth and businesses across NYC by developing and supporting an innovative, sustainable youth apprenticeship system. Through this business-led, student-centered model, CareerWise New York brings together public and private stakeholders to ensure students have access to the skills and knowledge they need for financial and academic success, and that businesses have access to highly-trained talent.

For more information about CareerWise New York, please visit www.careerwisenewyork.org

Reports to: Director of Credentialing

To Apply: Email careers@careerwisenewyork.org your resume and cover letter by Friday, January 27, 2023 for your application to be considered.

Position Summary:

This position will collaborate cross-functionally to manage the **Registered Apprenticeship Program**. This role is responsible for overall project management and implementation of registered apprenticeship and serving as the point of contact for the Department of Labor and related stakeholders.

This is a full-time overtime-exempt position.

Key responsibilities of this position:

- Manage CWNY's registered apprenticeship program including acting as primary liaison to the NYS and US Department of Labor in partnership with CWUSA
- Track all data regarding registration status, occupations, and apprentices to ensure successful program completion
- Manage the Registered Apprenticeship Program, working closely with the Employer Team on enrollment, documentation, and compiling performance data in compliance with the reporting requirements for grants and contracts
- Create and manage RAP communications calendar, timeline, and provide content for processes
- This position will support oversight in enhancing and maintaining Related Instruction requirements
- Responsible for collaborating with the Employer Team to provide training opportunities for internal staff, and external stakeholders on the benefits, and processes of the RAP

- Manage audit prep and process for registered apprenticeship records in compliance with DOL requirements
- Create and manage RAP communications calendar, timeline, and provide content for processes
- Support the change management process internally and externally as it relates to the RAP
- May perform other duties as assigned

Qualifications:

- Understanding of and ability to adhere to compliance requirements and the nuances of each unique USDOL grant
- Expertise in managing multiple projects with competing deadlines in an organized and efficient manner
- Ability to clearly understand the CareerWise model of apprenticeship and glean key data points to collect, input, and report in Salesforce
- Ability to analyze complex problems and develop appropriate solutions under pressure
- Detail-oriented and demonstrated ability to create structures where there have not previously been
- Strong written and verbal communication skills and ability to transmit complex issues effectively to different stakeholder groups including employers, school staff, and the broader community
- Diverse lived experiences and ability to honor and appreciate those of others
- Demonstrated appetite to engage with DEI (Diversity, Equity, and Inclusion) work and conversations
- Demonstrated passion for the CareerWise mission, vision and values
- Ability to deeply understand the complexities of the youth apprenticeship system that CareerWise is building

Additional proficiencies:

- Proficient using the Microsoft Office and Google Suite
- Experience with Salesforce (including data entry, collection and reporting)
- Experience working in data quality, record completion and/or compliance
- Grant and contract management familiarity
- Ability to identify and thoughtfully address potential gaps in quality or efficiency in processes
- Proven record of collaborating with others
- Experience and interest in working in a fast-paced, rapidly changing environment

Starting Pay Range: \$56,000.00 - \$71,000.00 per year

Benefits: Health insurance, Paid time off, Dental insurance, 401(k), Vision insurance

CareerWise New York is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: CareerWise New York is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at CareerWise New York are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CareerWise New York will not tolerate discrimination or harassment based on any of these characteristics. CareerWise New York encourages applicants of all ages. CareerWise New York is committed to building a diverse staff and encourages applications from people of color.