



## Apprenticeship Success Coordinator

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$8M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

Girls Inc. of Alameda County Apprenticeship Success Coordinator provides support to Expanded Learning Apprentices. This role contributes to the sustenance and attainment of the program goals by providing day-to-day support for the apprenticeship program. This support is not limited to on-the-job training and related supplemental instruction. The Apprenticeship Success Coordinator will provide support to the Success Manager and guidance to Apprentices in the workforce and re-entry initiatives where serving marginalized and linguistically diverse populations may be expected.

In partnership with the Success Manager, and other stakeholders, the Apprenticeship Success Coordinator designs the operations and implements the apprenticeship program using the lens of non-traditional college and or first-generation college students and ensuring contractual obligations and compliance.

The Apprenticeship Success Coordinator is expected to understand the barriers to equity for people of color in the Bay Area and possess the ability to engage and support apprentices towards successful professional and educational development while they create a balance between the demands of the academic and employment aspects of the apprenticeship program.

This role may require working early mornings, evenings and/or weekends. Advance notice will be provided.



## Job Summary

- Support apprentice recruitment efforts, training, coaching and to meet educational goals, after-school programming needs and compliance requirements.
- Support the Success Manager with the delivery of training, consultation, planning sessions including apprenticeship launch, and wellness events, to meet the needs of apprentices.
- Partners with internal and external key stakeholders under the direction of the Success Manager and participate in identified workforce initiative meetings.
- Partner with higher education providers to ensure on-going tracking of course enrollments, adds, holds, attendance, and signed FERPA releases are meeting the program compliance requirements.
- Track, prepare and share qualitative and quantitative program report not limited to apprentices' attendance and tardy record, support services, class schedules, etc. with Success Manager.
- Support Success Manager in adhering to compliance requirements of grants and contracts.
- Contribute to the development of effective written and printed materials that promote and support apprenticeship.
- Perform other duties as assigned in person or virtual workspace.

## About You

- Prior knowledge and experience (minimum of two years required) in youth development and after-school educational settings is preferred.
- Experience with providing administrative support for staff or volunteers, workforce/job training, professional development and/or program design/implementation (minimum of 2 years).
- Knowledge in and commitment to designing and managing equity-driven programs, and experience working in urban communities representing non-traditional and/or first-generation college students representing diverse cultures, Atrial ethnicities, languages and abilities.
- A willingness to learn and adapt in a fast-paced program / educational environment.
- Ability to demonstrate high cultural competency, especially related to incorporating diverse cultures, ethnicity, languages and abilities into delivery of programs, materials and communication.
- Experience in qualitative and quantitative program evaluation.
- Excellent written and verbal communication skills.
- Proficiency in MS Office suite applications.
- Ability to bend, lift, and move up to 15 lbs.
- Background clearance from the Department of Justice.
- Proof of TB test within the last four years.
- A.A. required or equivalent experience working in higher education highly desired.
- Bilingual/ Spanish speaking is highly desired



## What We Offer

- Compensation: *Range of \$25-\$27 per hour*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending plans
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

### **Equal Opportunity Employment State**

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

