

Apprenticeship Program Manager

Do you have experience managing apprenticeship and/or workforce development programs? Do you have an interest in working closely with immigrants and refugees? If your answer is yes, then the Baltimore Alliance for Careers in Healthcare (BACH) has a position on our team for you.

BACH, a nonprofit workforce intermediary, works to address unemployment, underemployment and healthcare workforce shortage issues in Baltimore by training residents for healthcare related employment and helping them to identify healthcare career pathways leading to advancement and economic independence. The **Apprenticeship Program Manager** works with BACH's healthcare partners to develop and administer competency-based apprenticeship programs to meet workforce needs. Working closely with immigrants and refugees, this position manages the connection to this skilled workforce by recruiting and connecting them to our apprenticeship programs and services.

Job Duties

- **Leadership.** Provides leadership for program development. Ensures the development and successful achievement of program goals that are consistent with the mission of BACH and as defined by funding sources. Assists the ED in promoting BACH's role as a workforce intermediary, brokering and facilitating the primary goals of the organization.
- **Staff Management.** Directly supervise roving coach working in partner agencies, meeting at least monthly for both team and individual supervision and support.
- **Program Development.** Provides direction and support in the development of program plans and achievement of goals. Works with the ED to monitor progress and data. Research labor trends within the Healthcare sector.
- **External Relations.** Develop and maintain relationships with external partners, government officials and funders as directed by the ED. Develop partnerships with community partners, immigrant-serving organizations, and resettlement agencies. Develop partnerships with training and educational institutions that focus on the healthcare employment sector.
- **Reporting.** Prepares and submits monthly reports to DLLR and other funders.
- **Program Management:** Maintains an understanding of the financial management of the apprenticeship program, assisting in the development of the annual budget. Meet regularly with the ED to review and analyze financial reports for the program.

Qualifications and Skills

- Bachelor's Degree in education, public health, public administration, or related field. Master's Degree preferred.
- Five (5) years of experience in program delivery, program development and administration. Direct service to clients a plus. Experience working with refugees and immigrants a plus.
- Strong organizational skills, including the ability to coordinate several projects simultaneously.
- Excellent verbal and interpersonal communication skills.
- Proficiency in word processing, spreadsheet, and Window based computer operations.
- Willing and able to work a flexible schedule.
- Understanding and respect of confidentiality.
- Experience supervising others and a desire and ability to work as a team member.

Salary and Benefits

This is a full-time position with paid benefits.

To Apply

Email cover letter and resume to hr@baltimorealliance.org. Applicant review will begin August 19, 2019 and will continue until the position is filled. Please indicate, "Apprenticeship Program Manager" in the subject line. Resumes without cover letters will not be considered. No phone calls please.