



Coordinator of Apprenticeship Programs

Full-time, Grant funded

Washington County Community College is seeking a talented professional with a strong work ethic to fill a new position in the Workforce Development Department. The Coordinator of Apprenticeship Programs position is a 2 ½ year grant funded partnership with Maine Department of Labor with the potential for additional years of funding.

Under the direction of the Dean of Workforce and Community Engagement, the Coordinator of Apprenticeship Programs will be responsible for strategically advancing and building apprenticeship programming at WCCC to align with current and future educational programming. This work will include promoting and educating the general public about a Registered Apprenticeship as an excellent way to provide both classroom and on-the-job learning opportunities that provide a structured, flexible training program designed to meet the specific needs of Maine employers and job seekers. The work will build upon the extensive partnerships that currently exist regionally and statewide and will work with partners to ensure targeted, underserved populations. The position will work collaboratively with the Workforce Division team, full-time faculty and adjunct faculty on training development, delivery, and evaluation. Opportunities for remote work are available. Statewide travel will be required.

Qualifications: Bachelor's degree in related field or equivalent experience in workforce/economic development, business management, and/or human resources. A master's degree is desirable. The right candidate should have excellent written, oral communication, and organization skills; proven experience in systems assessment and program evaluation; strong project management skills; and excellent computer skills. Ability to handle multiple projects in a high-energy and fast-paced work environment is a must. Proof of up-to-date Covid-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

Salary and Benefits: Full-time, grant funded, MEA Administrators Unit anticipated salary \$40,785 to \$53,216 commensurate with credentials and experience. Employer paid health, dental and life insurance for employees (spouse/domestic partner/dependent coverage also available), vision insurance, choice between Maine Public Employees Retirement System or TIAA CREF, generous sick/personal time allowances, professional development, and free tuition within the MCCS for employee, spouse, and qualifying dependents.

Application Process: Interested candidates should submit a cover letter, resume, unofficial transcripts, list three professional references (letters accepted) to resume@wccc.me.edu or mail to Robyn Leighton, Human Resource Coordinator, Washington County Community College, One College Drive, Calais, ME 04619. Attn: Coordinator of Apprenticeship Programs, by close of business Friday, July 29, 2022.

WCCC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 454-1000. Posted 7/8/22