



Job Description

Job Information

Job Title: Apprenticeship & Special Projects

Navigator

Manager: Executive Director

FLSA Status: Exempt

Job Family: Program Support

WC Code:

Eligible for OT: ☐ Yes ☒ No

Job Summary

The Apprenticeship Navigator & Special Projects Manager leads Workforce Solutions Deep East Texas' strategy to design, expand, and sustain Registered Apprenticeship Programs (RAPs) across high-demand industries. This position acts as the region's primary Apprenticeship Navigator, serving as a central point of contact to help employers, education partners, and community stakeholders move from concept to implementation. Additionally, this role manages key special projects including business conferences, teacher externships, and workforce development initiatives.

Essential Job Functions

Apprenticeship Navigation & Expansion (Primary Function)

- Promote apprenticeship as a workforce solution to employers, industry associations, chambers, and education partners.
- Facilitate the development of new Registered Apprenticeship Programs and expand existing programs. - Increase the number of new apprentices within the Deep East Texas region.
- Support partners from concept design through full implementation of apprenticeship standards, related instruction, and on-the-job training structures.
- Participate in Apprenticeship Navigator onboarding and ongoing learning sessions.
- Host at least one annual apprenticeship roundtable event bringing together key workforce and industry stakeholders.
- Coordinate apprenticeship awareness activities, including recruitment events and signing ceremonies, with emphasis on underserved populations.
- Research labor market data to identify growth occupations and apprenticeship expansion opportunities.
- Collaborate with partner organizations to align apprenticeship pathways with AEL, Vocational Rehabilitation, WIOA programs, ISDs, community colleges, and employers.
- Attend the Annual Apprenticeship Texas Conference.

Special Projects Management

- Plan and execute Workforce Solutions business and workforce development conferences.
- Lead regional Teacher Externship initiatives, including employer recruitment, teacher placement, schedules, stipends (where applicable), and deliverables.
- Coordinate workforce roundtables, advisory groups, apprenticeship awareness events, and employer-learning workshops.
- Manage project timelines, budgets, and reporting to ensure compliance with grant and state requirements.
- Serve as liaison with chambers of commerce, education partners, and community organizations to strengthen regional collaboration.



Performance, Data, and Communication

- Track and report apprenticeship and program metrics in alignment with state and local performance goals.
- Prepare summaries, presentations, and board-level updates.
- Maintain accurate documentation required for compliance, audits, and state reporting.

Key Performance Indicators (KPIs)

- Number of new and expanded Registered Apprenticeship programs
- Number of employers supported through apprenticeship navigation
- Number of apprentices enrolled and completing programs
- Teacher externship placements and completed deliverables
- Attendance and outcomes from conferences and workforce events
- Timeliness and accuracy of reporting and documentation

Core Competencies

- Partnership cultivation
- Project management
- Workforce system knowledge
- Communication and facilitation
- Data-informed decision making
- Commitment to equity and access

Education and Skills Requirements

Minimum Qualifications

- Bachelor's degree in workforce development, business, education, or related field; master's preferred.
- Experience working in workforce, education, economic development, or employer services.
- Strong communication and relationship-building skills with employers and education partners.
- Ability to manage multiple projects with timelines and deliverables.
- Proficiency in Microsoft Office and data tracking platforms.
- Valid driver's license and ability to travel regionally.

Preferred Qualifications

- Experience developing or supporting Registered Apprenticeship Programs.
- Experience coordinating events, conferences, or training programs.
- Familiarity with WIOA, AEL, CTE/Perkins, and workforce board operations.

Physical Demands and Work Environment

The work is performed in an inside office setting with moderate noise level, and outdoors as related to task performance. This job frequently requires the employee to stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25-50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 50 pounds.