



## **STX/STT/STJ Apprenticeship Coordinator**

### ***Job Description***

- **Salary:** *Negotiable*
- **Type of Work:** *Contractual. Not an Employee of the Virgin Islands Housing Authority or YouthBuild Program*
- **Work Hours:** *20 hrs per week*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Positions:** *(2)---(1) Position STT/STJ District and (1) Position STX District*

### **Purpose**

To develop a registered apprenticeship program curriculum in compliance with local and federal laws as well as regulations. To build relationships with public housing, construction, and hotel industry as well as other public and private sector employers to assure apprentices are placed in on-the-job learning career pathways.

### **Responsibilities**

1. Develop a registered apprenticeship program curriculum aligned to local and federal laws as well as regulations.
2. Design and develop strategies to assist in the development of the workforce using all available learning/physical resources.
3. Interface and build relationships with public housing, construction, and hotel industry as well as other public and private sector employers to assure apprentices are placed in on-the-job learning career pathways.
4. Assist with the development of a business plan.
5. Assist with the creation of 501(c) 3 non-profit organization.
6. Work cooperatively and in collaboration with all staff as well as stakeholders to facilitate the delivery of program, courses, classes and events.
7. Maintain appropriate records and documentation of relationship efforts.
8. Develop and maintain strategic partnerships with local agencies, chambers and regional organizations.
9. Pursue a development plan that provides for personal and professional growth through participation in professional and community activities.
10. Coordinate, develop and ensure all program deliverables are met in accordance with expectations.
11. Interface and organize meetings, presentations and activities with stakeholders.
12. Market the program and participants to eligible applicants to include YouthBuild graduates, potential employers/partners as well as develop presentations in conjunction with YouthBuild Program Administrator about the program.
13. Attend staff meetings and/or trainings (on-island or off-island).

14. Prepare weekly, monthly and/or quarterly reports as required.
15. Keep accurate and auditable service records to include participants' case files.
16. Duties and responsibilities to assure programmatic operation and goals are met.

### **Qualifications**

1. Bachelor's degree in marketing, business, education, or related field.
2. A respect for the ideas and intelligence of young adults.
3. Ability to work in an enthusiastic and encouraging way with young people who have not completed high school.
4. Experience with federal grants management and reporting criteria.
5. Ability to communicate effectively (orally and in writing) to diverse external and internal stakeholders.
6. Proficiency in MS Word, Excel and PowerPoint.
7. Personal and professional integrity which communicates a sense of mission, leadership, and ability to self-start.
8. Exceptional Organizational Skills.

### **How to Apply**

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

**Marilyn Miller  
Procurement Manager  
Procurement Department  
Virgin Islands Housing Authority  
P.O. Box 7668  
St. Thomas, V. I. 00801**

This vacancy will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.