



## Apprenticeship Navigator

**Job Title:** Apprenticeship Navigator

**Organization:** Aerospace Joint Apprenticeship Committee (AJAC)

**Location Address:** Advanced Manufacturing Prep Training Center | 8605 S. 212<sup>th</sup> St, Kent, WA 98031

**Position Type:** Full-Time/Grant Funded/Temporary (This position is benefits eligible and is funded for 15 months. Continuation is dependent on renewed funding).

**Compensation:** Depending on Experience and Qualifications

**Travel Required:** This position requires travel throughout Pierce and King Counties. All work-related mileage is reimbursable.

**Who We Are:** The Aerospace Joint Apprenticeship Committee (AJAC) is a statewide non-profit organization with offices in south Seattle and Kent. We are an industry-driven apprenticeship organization, founded on the belief that mastery occurs on the job. Through pre-apprenticeship, youth apprenticeship and adult apprenticeship, all people have the opportunity to earn competitive wages, find meaningful and fulfilling work, and pursue lifelong learning. The organization annually serves 300+ manufacturing employers, 400 apprentices (including 100 high school Junior and Seniors), and nearly 270 pre-apprentices. We have a small staff of entrepreneurial, smart and motivated team members – this work is fast and dynamic but also rewarding and highly collaborative.

**About this Job:** The Apprenticeship Navigator will serve as a navigator/student support specialist responsible for the recruitment of adult and youth into two pre-apprenticeship program offerings: 1) a series of two day AMP workshops (basic orientation to manufacturing careers) and 2) quarterly offerings of Manufacturing Academy (10-12 week training for individuals transitioning into the manufacturing industry). The navigator will be responsible for all career advising and support services as they enroll, participate in training, and transition into employment. Most training takes place in South King County and Pierce County.

Some key duties of this position include:

- Conducts weekly individual/group information sessions to provide program information.
- Performs intake duties for all AJAC apprenticeship prep programs which include: candidate screening, recruiting, and selection into appropriate services that AJAC offers.
- Facilitates assessments for candidates and provides interpretation for results.
- Coordinates and conducts focused advising and support services to help students persist in AJAC programs.
- Helps connect students to available sources of financial aid and supports the application process with partnering colleges.



- Tracks, develops and coordinates retention efforts for new and continuing students ensuring classes remain at full capacity. Design and coordinate new intervention services or initiatives that focus on successful student program completion.
- Monitors student attendance, performance, and academic progress and links students to academic support services.
- Coordinates and documents follow up services to obtain student employment information for reporting. Provide information to Program Manager and Business Developer to connect students with apprenticeship opportunities.
- Attends career fairs with marketing manager for the purpose of recruitment and providing AJAC information to targeted audiences as schedule allows.
- Collaborates with external partners: Community Based Organizations and Colleges to build relationships and resources for AJAC students in MA programs.

**Qualifications:**

- This position requires a minimum of a 2 years of experience in recruiting and navigating students in training/educational pathways. Experience in employment readiness programs and workshop facilitation preferred. An education equivalent of a bachelor's degree preferred but not required.
- Proficiency in MS Word and Excel
- Ability to present in front of small or medium sized groups
- Valid Driver's License and the ability to travel between worksites reliably.

**How to Apply:** Please send your resume and cover letter to [employment@ajactraining.org](mailto:employment@ajactraining.org). Please include "Apprenticeship Navigator" in the subject line.

**Deadline to Apply:** Open Until Filled

**Equal Opportunity Employer:** AJAC is an Equal Opportunity Employer. All decisions concerning employment will be made without regard to age, race, ethnicity, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, citizenship status, veteran status, the presence of any physical or mental disability, or any other status or characteristic protected by federal, state, or local law.