

Missouri Apprenticeship Ready Manufacturing Program Manager

About Missouri Works Initiative (MWI):

The Missouri Works Initiative is a not-for-profit organization sponsored and supported by the Missouri AFL-CIO. Our mission is to eliminate barriers to economic opportunities by connecting Missourians—specifically underrepresented, unemployed, or underemployed individuals—to the necessary resources to build life-sustaining careers.

Position Summary:

The Program Manager will lead the Missouri Apprenticeship Ready Manufacturing Program (MAR), a comprehensive pre-apprenticeship initiative designed to place individuals in the Supply Chain, Aerospace, Manufacturing, and Transportation sectors. The Program Manager will oversee program development, implementation, and evaluation, ensuring alignment with MWI's mission to create diverse and skilled talent pipelines. The program manager will also help support registered apprenticeship programs between labor and management organizations.

Key Responsibilities:

- **Program Development and Implementation:**
 - Stand up the pre-apprenticeship, tailor an existing curriculum to program needs and goals
 - Coordinate hands-on opportunities at training centers and with employers for participants to gain exposure to all manufacturing-related pathways
 - Support program instructor arranging guest speakers or teaching career prep topics, including digital literacy, diversity awareness, worker wellness, financial literacy, and professional development
- **Participant Support and Services:**
 - Help establish a mentorship network
 - Help offer Wrap-Around Services: Work with support service partners to assist participants with overcoming barriers (e.g., transportation, child care, food insecurity)
 - Purchase Workwear/PPE for Participants
- **Stakeholder Collaboration:**
 - Collaborate with key stakeholders, including the AFL-CIO, Machinist Institute, United Steelworkers, Machinist Unions, and Advanced Manufacturing Innovation Center-St. Louis (AMIC-STL)
 - Build and maintain partnerships with community organizations, schools, and workforce development agencies
 - Serve as a liaison between participants and employers to facilitate seamless apprenticeship placements
 - Help facilitate connections and project manage program registration between government agencies and joint labor-management apprenticeship committees

- **Program Outreach and Recruitment:**
 - Execute a strategic outreach plan to recruit a diverse pool of candidates.
 - Foster relationships with community leaders and program graduates to encourage referrals
 - Maintain visibility at job fairs, information sessions, and community events.
- **Evaluation and Reporting:**
 - Conduct pre-assessments and ongoing evaluations to track participant progress and program effectiveness
 - Prepare and submit regular reports on program outcomes to the Executive Director and grant funders
 - Ensure compliance with all grant requirements and maintain accurate program records.

Qualifications:

- **Education and Experience:**
 - Minimum of 5 years of experience in program management, workforce development, or a related area
 - Experience in the manufacturing industry is a plus.
- **Skills and Abilities:**
 - Strong leadership and project management skills
 - Excellent communication and interpersonal skills
 - Ability to work collaboratively with diverse stakeholders
 - Proficiency in data management, Microsoft Suite and reporting
 - Commitment to MWI's mission and values

Position Benefits:

- \$70,000 annual salary
- Employer-sponsored annuity and pension contributions
- Employer-sponsored health insurance for the entire family
- Monthly phone stipend
- 5% of salary for holiday pay
- Three weeks of paid time off and all federal holidays
- Flexible work schedule, hybrid office, and home/work settings
- Professional development opportunities

Reports To: Executive Director, Missouri Works Initiative (MWI) and President of Missouri AFL-CIO

Location: St. Louis, Missouri

Employment Type: Full-time

Application Process:

To apply, submit a cover letter and resume to Megan Price, Executive Director, at mprice@moaflcio.org. Candidates selected for an interview will be notified.

The MO AFL-CIO is an equal opportunity employer.