



Apprenticeship Ready Manufacturing Program Coordinator

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 Overview:

The Program Coordinator supports the operational and administrative functions of the statewide Apprenticeship Ready Manufacturing program. This role ensures smooth day-to-day operations across multiple sites by coordinating schedules, materials, participant communication, data tracking, and logistics. The Program Coordinator plays a critical role in maintaining consistency and supporting instructors, industry stakeholders, community partners, and participants at each location.

Key Responsibilities

Program Operations & Logistics

- Coordinate class schedules, instructor assignments, room reservations, equipment needs, and materials distribution for multiple program sites.
- Serve as logistical support for instructors and site partners, ensuring each location has what it needs to operate effectively.
- Assist with organizing statewide and regional events, such as orientations, employer panels, career fairs, and graduation ceremonies.

Community Outreach & Employer Engagement

- Build and maintain strategic relationships with local employers, community organizations, and workforce partners to expand program visibility and create engagement opportunities for participants.
- Participate and implement outreach initiatives—including employer events, community presentations, and informational sessions—to increase participation and support program recruitment goals.



Participant Support & Communication

- Serve as a point of contact and provide support to applicants/participants at all levels including outreach, recruitment, application, interview, program participation, registered apprenticeship/employer placement, and retention.
- Maintain regular communication with site partners, training providers, and employers regarding operational updates.

Data Management & Compliance Support

- Collect, track, and maintain participant records, attendance, assessments, evaluations, and required documentation.
- Review data for accuracy and completeness before submitting to the Program Manager.
- Assist with monitoring compliance at the site level and preparing materials for audits and reporting.

Instructional & Staff Support

- Provide administrative support to instructors, including prepping materials, coordinating supplies, and assisting with onboarding.
- Help implement standardized curriculum materials and ensure program fidelity across sites.
- Facilitate program instruction as needed.

General Administrative Support

- Manage purchasing supplies, equipment, and classroom materials.
- Prepare agendas, meeting minutes, and documents for statewide program meetings.
- Support communications (emails, flyers, social media updates) related to program operations.

Qualifications

- Education & Experience
 - Minimum of 3 years of experience in program coordination, administrative support, workforce development, or related fields.
 - Strong knowledge of workforce systems, apprenticeships, or industry-based training preferred.



- Experience in the manufacturing industry is a plus.
- Skills & Abilities
 - Strong organizational and communication skills, with the ability to manage multiple tasks across multiple sites.
 - Familiar with spreadsheets, data systems, and documentation processes.
 - Comfortable working with diverse participants, partners, and instructors.
 - Commitment to MWI's mission and values.
 - Ability to travel statewide regularly.

Position Benefits:

- € \$64,350 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: Apprenticeship Ready Manufacturing Program Manager

Location: Flexible; supports multiple statewide sites in western part of Missouri

Employment Type: Full-Time

The MO AFL-CIO is an equal opportunity employer.

Application Process:

To apply, submit a cover letter and resume to Maggie Farrell, Program Manager at mfarrell@moworks.org. Candidates selected for an interview will be notified.