



St. Clair County  
INTERGOVERNMENTAL GRANTS DEPARTMENT

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**M E M O R A N D U M**

TO: ALL STAFF

FROM: TERRY W. BEACH  
EXECUTIVE DIRECTOR

SUBJECT: VACANCY ANNOUNCEMENT

DATE: January 9, 2019

Resumes are being accepted for the following positions within:

**WORKFORCE DEVELOPMENT GROUP**

Apprenticeship Navigator

Please review the content of the position carefully to determine whether you meet the qualifications. If you meet the qualifications stated in the attached job description and desire to apply for a position, you should submit your resume with a cover letter to:

Terry Beach, Executive Director, St. Clair County Intergovernmental Grants Department, 19 Public Square, Belleville, Illinois 62220.

Resumes will be accepted until position is filled

Salary commensurate with education and experience.

Thank you for your interest in employment with the  
St. Clair County Intergovernmental Grants Department.

ST. CLAIR COUNTY INTERGOVERNMENTAL GRANTS DEPARTMENT

POSITION DESCRIPTION

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POSITION TITLE:	<b>Apprenticeship Navigator (Grant Funded)</b>	Date Written: December 2018
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CLASS TYPE:

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REPORTS TO:	Governance & Program Coordinator - Workforce Development	TYPE OF SUPERVISOR:  Immediate
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PROBATIONARY LEVEL:	\$	ENTRY LEVEL: \$
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PRINCIPAL DUTIES:

1. Will establish and build sector and regional partnerships among the many stakeholders with the common goal of growing the talent pipeline.
2. Will help build capacity by developing and strengthening the knowledge, skills, abilities, processes and resources that stakeholders need to create new or expand existing apprenticeship programs.
3. Provide outreach to the business community and other organizations to build relationships and ease the access to apprenticeship programs for businesses and individuals.
4. Coordinate outreach efforts by utilizing the Regional Business Services Team and report outcomes to the Grant Consortium Partners.
5. Manage the technical assistance process for businesses interested in establishing apprenticeship programs and guiding program development from its origin to successful completion.
6. Assist existing and potential apprenticeship intermediaries within Economic Development Region (EDR) 9 by providing training, administrative and technical support.
7. Participate in any relevant training or professional development as provided by St. Clair County Intergovernmental Grants Department, Department of Commerce & Economic Opportunity or U.S. Department of Labor - Office of Apprenticeship.
8. Perform other duties as assigned and deemed necessary for successful completion of the Apprenticeship Expansion Grant.

**SCOPE AND IMPACT:**

The Apprenticeship Navigator position is vital to supporting the state's goal of expanding and diversifying apprenticeship opportunities by coordinating outreach efforts with businesses and workforce development partners to greatly increase the use of registered apprenticeships. These efforts are part of a broader work-based learning strategy and will be focused on business needs, educational programs and other services within EDR 9.

**COMPLEXITY OF THE JOB:**

A complex position requiring a working knowledge of federal, state and local rules and regulations as it pertains to the Workforce Innovation & Opportunity Act (WIOA) and the Apprenticeship Expansion Grant.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to collect, analyze and interpret data as well as the ability to communicate effectively, both orally and in written form. This includes, but is not limited to reports, correspondences and presentations.
2. Proficient in Microsoft Applications and the use of basic office equipment.
3. Ability to work individually and as part of a team, with minimal supervision, on specialized projects.
4. Working knowledge of WIOA eligibility as it pertains to apprenticeships and work-based learning participants.
5. Working knowledge of administrative procedures, department rules, regulations and functions of Local Workforce Investment Area (LWIA) 24 and the EDR 9 Grant Consortium Partners.

**EDUCATION AND EXPERIENCE:**

1. **EDUCATION**

Bachelor's Degree in Workforce Development or related field required.

2. **EXPERIENCE**

Three (3) years of Workforce Development and/or Business Community Engagement experience along with a working knowledge of WIOA.