



APPRENTICESHIP EMPLOYER RELATIONS LIAISON Program Coordinator 7

Under the direction of the Regional Apprenticeship Director (RAD), the Apprenticeship Employer Relations Liaison/Program Coordinator 7 will support community colleges in San Diego and Imperial Counties to increase and improve employer engagement with the goal of assisting in the development of new and innovative registered apprenticeship and pre-apprenticeship programs (RAPs). Funded through a grant from the Irvine Foundation, the key metrics for success are:

- Support employers in the creation and implementation of community college affiliated RAPs.
- Assist RAD in convening partners, including at least 20 employers, in up to 4 industry sectors in the creation of new and/or expansion of existing RAPs over three years.
- Assist RAD in developing partnerships with at least 3 community-based organizations (CBOs) to help ensure that at least 60% of apprentices served represent priority populations, including opportunity and/or justice-involved youth, women and BIPOC incumbent workers, and military-affiliated individuals.

The Program Coordinator must be someone who is passionate about increasing social mobility for community college students, workforce and economic development and connecting industry to education. The Program Coordinator will be assigned to the Regional Consortium team and will be employed by the Foundation for Grossmont & Cuyamaca Colleges. This position is funded through June 2027 to support work funded by the James Irvine Foundation.

For more information about Career Education programs in the San Diego and Imperial Counties region, visit careered.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Regional Apprenticeship Director and leaders at the colleges to create and carry out a plan to increase RAPs for career education students into high-wage, high-demand careers. Identify equity gaps implement strategies to increase student/apprentice outcomes.
- Develop and maintain relationships with new and existing industry, community college and community partners to create and support RAPs that provide students with “learn-and-earn” paid on-the-job training (OJT) opportunities that align with Career Education programs at the college.
- Collaborate with regional and community college teams to strategically engage partners including key faculty, student services personnel, employers, K-12 partners, intermediaries, Employment Development Departments, Workforce Investment Boards, trade/industry associations and other relevant partners.
- Utilize labor market information to strengthen and develop relationships with current and future employers and industry partners.
- Understand and effectively communicate the benefits of collaborating with community colleges to develop RAPs, and collect data from employers related to job requirements and skills.
- Serve as the liaison between community college, employers, industry, and community in coordinating and promoting RAPs aligned to community college career pathways.
- Collaborate with agencies, intermediaries, and partners, e.g. IACA, CAC, DAS, DOL, SDWP, LAUNCH, related to apprenticeship and inform key partners of important information.
- Identify opportunities for funding through grants and other funding sources, e.g., CAI, COYA, and AIF.
- Provide project management elements related to meeting grant deliverables, such as, provide data,



conduct research, manage projects, create schedules, and providing other relevant information pertaining to apprenticeship development for internal and external partners.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be a team player
- Exceptional interpersonal skills, must be comfortable communicating with industry partners at various occupational levels
- Must be comfortable and experienced in working with diverse populations
- Create and manage work plans and ensure up-to-date program reporting
- Must be skilled in networking and building relationships
- Strong presentation skills
- Ability to utilize technology (e.g., CRM) for daily work
- Exceptional computer skills
- Ability to strategically align partners in developing a shared vision
- Experience in utilizing and implementing project management principles and methods
- Self-starter who takes initiative
- Experience writing well-organized, data driven progress reports
- Ability to effectively manage multiple priorities
- Plan, coordinate, and assist with events focused on industry and community college needs
- Ability to work and manage projects independently in an unstructured environment
- Ability to professionally represent the community colleges and regional employer engagement team

DESIRED QUALIFICATIONS:

- Three years of work experience in education, job placement, career education programming, education, sales, business development or related fields.
- Proven experience working collaboratively with employers and/or educational institutions coordinating apprenticeships, pre-apprenticeships, or related work-based learning projects or programs.
- Proven ability to work with diverse populations.
- Associate's Degree desirable or an equivalent combination of education and work experience.

COMPENSATION & BENEFITS:

- The starting salary for this full-time position is \$76,908 per year (Program Coordinator 7, 17-A), with fully covered benefits for employee and dependents.
- Membership in CalPERS retirement system (vested after 5 years).
- Continued employment in this position is dependent upon available funding, needs of the program, and satisfactory performance.

**WORKING CONDITIONS:**

ENVIRONMENT: Office, home-office, campus, and off-site environment; driving or ride in a vehicle to conduct work; regular interruptions.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work. Offers of employment are contingent upon successful fingerprint clearance.

LOCATION:

This position is remote and home-based; however, the Program Coordinator will be required to regularly work in-person, at meetings around the region and at networking events. The Apprenticeship Employer Relations Liaison can expect to attend in-person meetings daily during busy periods. A laptop, monitor and office supplies will be provided to staff, a monthly technology stipend is also provided.

APPLICATION PROCESS:

Please apply by January 9, 2026. To apply email your resume, cover letter and answers to the supplemental questions below **in a single PDF** to Auxiliary.Jobs@gcccd.edu. In the cover letter please highlight your qualifications for this position.

SUPPLEMENTAL QUESTIONS:

Please provide a brief answer to each of these questions. *No more than 250 words.*

1. What is your experience or knowledge of work-based learning, including registered apprenticeship or pre-apprenticeship programs?
2. What is your experience working with employers or industry representatives?
3. Describe your strategy or process to cultivate new relationships involving education, industry, and other workforce partners?
4. What kind of experience do you have working with culturally, linguistically, or ethnically diverse groups and what have you learned from those experiences?

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