



**Position Title: EMPLOYER SERVICES COORDINATOR**

**Employment Type:** Full-Time, Exempt

**Program:** Agency-Wide

Position Overview:

The **Employer Services Coordinator** will assist in managing and expanding registered apprenticeship programs and building relationships with employers to create employment opportunities for students and graduates at WorkTexas Training Center. This individual will play a key role in coordinating apprenticeship registration processes and supporting employer engagement. The ideal candidate is highly organized, enjoys relationship-building, and excels in follow-through to ensure that partnerships are cultivated effectively.

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**Key Responsibilities:**

**Employer Engagement and Relationship Building:**

- Support outreach efforts to employers, focusing on creating employment and apprenticeship opportunities for students and graduates.
- Assist with scheduling and conducting employer meetings, presentations, and follow-up communications.
- Maintain ongoing communication with employers to ensure satisfaction and identify opportunities to expand partnerships.

**Apprenticeship Program Support:**

- Assist in developing and expanding registered apprenticeship programs in partnership with employers.
- Coordinate the apprenticeship registration process, ensuring compliance with federal and state requirements (e.g., U.S. Department of Labor).
- Maintain records of apprenticeship programs, student participation, and employer contacts, ensuring data accuracy and timely follow-up.

**Career Placement and Student Support:**

- Collaborate with the Career Services team to identify student candidates for apprenticeship programs and employment placements.
- Assist in coordinating interviews and placement processes between students and employers.
- Track student success in apprenticeships and employment roles, collecting feedback from both students and employers.

**Event Coordination and Marketing:**

- Help coordinate events such as job fairs, employer roundtables, and apprenticeship info sessions to promote opportunities for students.
- Work with the marketing team to develop promotional materials and communications for apprenticeship programs and employer services.
- Attend industry events and represent the vocational school to potential employers.

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**Administrative and Reporting Duties:**

- Manage employer and apprenticeship program databases, ensuring accurate and up-to-date information on contacts, placements, and progress.
- Prepare reports on apprenticeship program growth, student placements, and employer engagement activities.
- Assist in drafting partnership agreements, program outlines, and related documentation.

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**Qualifications:**

- **Experience:**
  - 2-3 years of experience in workforce development, apprenticeship programs, or employer relations.
  - Experience working with registered apprenticeships is preferred but not required.
- **Skills:**
  - Strong organizational skills and attention to detail.
  - Excellent communication and relationship-building abilities.
  - Basic understanding of registered apprenticeship programs and workforce development.
  - Proficiency with Microsoft Office Suite and Salesforce for tracking employer engagement.
- **Other Requirements:**
  - Ability to multitask and manage several ongoing projects simultaneously.
  - A proactive approach to problem-solving and a desire to learn about workforce and apprenticeship processes.
  - Ability to travel locally for meetings and events with employers.

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**Key Competencies:**

- **Relationship Building:** Ability to foster positive, long-lasting relationships with employers, students, and team members.
- **Organizational Skills:** Strong project coordination skills with the ability to manage deadlines and follow through on tasks.
- **Communication:** Excellent verbal and written communication skills for engaging with employers and internal teams.
- **Attention to Detail:** Accuracy in managing apprenticeship and placement data, along with meticulous follow-through.

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**Benefits:**

- Competitive salary based on experience.
- Comprehensive benefits package, including health, dental, and vision.
- Professional development and growth opportunities within the organization.
- Paid time off and holidays.

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**How to Apply:**

Interested candidates should submit a resume, cover letter, and references to **Yazmin Guerra at [yguerra@worktexas.org](mailto:yguerra@worktexas.org)**. Please use the subject line: Employer Services Coordinator\_First Initial Last Name.