APPRENTICESHIP COORDINATOR

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH
CENTER FOR WORKFORCE INNOVATION AND SOLUTIONS
MICHIGAN WORKS! SOUTHWEST

Position Summary

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking a talented Apprenticeship Coordinator to support Michigan Works! Southwest customers. The Apprenticeship Coordinator is responsible for the coordination and expansion of apprenticeship programs in the four-county Michigan Works! Southwest service area – Kalamazoo, Calhoun, Branch, and St. Joseph. In collaboration with federal/state partners, community colleges, and local organizations, the Apprenticeship Coordinator cultivates apprenticeship opportunities with employers. A focus includes the development of strategies to increase apprenticeship opportunities for underrepresented populations. Duties include data analysis, providing progress updates to stakeholders, and facilitation of funding opportunities. The majority of work time for this position is in-office/onsite within the Michigan Works! Southwest service area.

Position Requirements

Bachelor's degree or a minimum of three years of relevant work experience required. Workforce development experience and knowledge of state and federal workforce development programming preferred. Proficiency in Microsoft Office software products (Excel, Word, PowerPoint, Outlook), Zoom, and Salesforce required. Must have reliable transportation, as travel throughout the Michigan Works! Southwest four-county service area is required.

About the Center for Workforce Innovation and Solutions

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

Michigan Works! Southwest, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

Michigan Works! Southwest serves Branch, Calhoun, Kalamazoo, and St. Joseph counties in southwest Michigan, and has a deep understanding of existing and growing industries, training and education opportunities, and the current status of the local workforce, resulting in maximum impact in the communities served.
All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the Upjohn Institute has functioned as one of the world’s leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

This position offers a starting salary of $48,000 to $52,000 based on experience, as well as a generous benefit package.

Application Instructions

Submit resume and letter of interest to hr@upjohn.org.