



Program Coordinator - (Advanced Manufacturing Apprenticeship Program)

BACKGROUND: As a public-private partnership funded by the U.S. Department of Commerce's National Institute of Standards and Technology (NIST), the Pennsylvania Department of Community and Economic Development (DCED), and through delivered consultancy services and training, the Northwest Pennsylvania Industrial Resource Center (NWIRC) seeks to be a catalyst for strengthening manufacturing in northwest Pennsylvania – accelerating its ongoing transformation into a more efficient and powerful engine of innovation that drives economic growth and job creation.

To achieve this vision, the NWIRC acts as a strategic business advisor to its clients – small and medium-sized manufacturers in the thirteen counties of northwest Pennsylvania – to help improve client competitive position and long-term profitability. By leveraging our business knowledge and expertise – as well as our national network of public and private relationships – we seek to match our clients with high-quality business resources at an affordable price.

OBJECTIVES: The Advanced Manufacturing Apprenticeship Program Coordinator is responsible for the management and coordination of all activities that will promote NWIRC's service that connects northwest Pennsylvania manufacturers with regional Science, Technology, Engineering and Math (STEM) college students for the purpose of developing or implementing technology. Specifically, the qualified candidate will:

- Research best practices for promoting available apprentice positions to STEM students
- Initiate contact and develop relationships with regional trade school, college and university STEM faculty and career services staff
- Plan meetings and NWIRC's attendance at college and university job fairs
- Develop and maintain a database of qualified students
- Develop and implement a plan to meet annual performance goals

REQUIREMENTS: Candidates are required to have between two (2) to five (5) years of experience in a professional services or manufacturing environment and a two-year degree in Marketing, Communications, Business or related field.

Additionally, the ideal candidate shall have quality written and verbal communication skills; program research, data acquisition and compilation skills; and high professional maturity within a team- and client-oriented environment.

CONTACT: Qualified candidates are to send their resume and an introductory email highlighting relevant coursework and experience for the position by May 18th, 2015 to: Mr. Michael Griffith, NWIRC Innovation Engineering Specialist, at mgriffith@nwirc.org.

The NWIRC is an Equal Opportunity Employer.