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ABA Hub Developer- Western Hub

Department:	Grants
Location:	The Community College System of New Hampshire, System Office
Pay Range:	\$53218.81 - \$62524.8 Per Year
Appointment Type:	Covered Full-Time - Exempt
Position Number::	S1G00020
Work Schedule:	37.5 hpw, May be Eligible for Remote/Hybrid Work Schedule, End Date: 6/30/2026

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ABA Hub Developer- Western Hub (Program Specialist III)

Salary Range: \$53,218.81 - \$62,524.80/Annually

Scope of Work: Performs recruitment, outreach, administrative, and technical duties associated with the Apprenticeship Building America (ABA) Grant, including outreach to industry leaders, employers, state agencies, and community organizations within the Western Apprenticeship Hub. This position reports to the Regional Hub Coordinator (North & West).

Accountabilities:

- Works with the ABA Regional Hub Coordinator to expand the NH statewide registered apprenticeship infrastructure by developing new, formal partnerships between industry leaders, employers, state agencies, and community organizations, and CCSNH colleges to create a registered apprenticeship hub in the Western region of NH.
- Works with the Southern, East-Central, and Northern Hub Developers to deliver technical assistance to industry leaders, employers, state agencies, and community organizations to build pre-apprenticeship to registered apprenticeship programs.
- Works closely with the High School Apprentice and Business Outreach Specialists to expand pre-apprenticeship and registered apprenticeship opportunities for high school students.
- Coordinates efforts with the full ApprenticeshipNH team to increase diversity, equity, inclusion, and accessibility for all pre-apprenticeship and registered apprenticeship programs.
- Assists the ApprenticeshipNH team with marketing of the Regional Apprenticeship Hub Model and all CCSNH apprenticeship programs to stakeholders.
- Coordinates with Regional Hub Coordinator (North & West) and stakeholders to develop, implement and manage all program recruiting efforts (business and participants) to reach the Apprenticeship Building America Grant goals and deliverables.
- Plans and conduct information sessions for stakeholders to promote pre-apprenticeship to registered apprenticeship programs for in-demand occupations in the Western region of NH.
- Works closely with CCSNH college faculty, staff, and Workforce Development Office staff, to effectively develop pre-apprenticeship to apprenticeship related instruction programs.
- Works closely with Dept. of Labor NH Office of Apprenticeship in developing Registered Apprenticeship Programs.
- Manages collection of data and documents to submit necessary documentation in a timely manner to complete all required or requested reports.
- Complies with all college, system, state and federal rules and regulations.
- Performs other duties as assigned.

Minimum Qualifications:

Education: Bachelor's degree from a recognized college or university with major study in education, liberal arts, public or business administration, social sciences, or other related discipline. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience as employment/occupational trainer, and/or corporate/business trainer within the education, social services, or business sector, with responsibility for program development, implementation, and evaluation. Each additional year of approved work experience may be substituted for one year of formal education.

Desired Qualifications: Experience in working with employers, high school students, underrepresented populations (low income individuals, veterans, women, youth, individual with disabilities and refugees/English as a Second Language) and/or community-based organizations providing career coaching services. Knowledge of federal registered apprenticeship and/or grant experience.

License/Certification: Valid driver's license, or access to transportation for statewide travel.

Recommended Work Traits: Knowledge of the principles and practices of public administration. Knowledge of modern office management procedures. Ability to work independently. Ability to supervise. Ability to develop, implement and evaluate administrative policies. Ability to gather, assemble, correlate, and analyze data and make appropriate recommendations. Ability to assess fiscal needs and make valid recommendations. Ability to interpret and apply established policies. Ability to communicate effectively. Ability to organize and conduct meetings. Ability to establish and maintain effective working relationships with co-workers, representatives of professional organizations and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

Disclaimer Statement: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

Notice of Non-Discrimination: The Community College System of New Hampshire is an equal opportunity employer. The Community College System of NH does not discriminate on the basis on race, creed, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, or military, veteran, or marital status.

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