

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Program Officer, Apprenticeship position. This is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [\[click here\]](#). The annual salary for this position is up to \$55,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to recruiter@OKcommerce.gov.

Review of applications will begin immediately. **The deadline to apply is Friday, October 8, 2021.**

POSITION:	Program Officer (Apprenticeship)
DIVISION:	Workforce Development
JOB LOCATION:	Oklahoma City
SALARY:	\$45,000 - \$55,000
JOB NUMBER:	J-737

POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:

The Program Officer, Apprenticeship, will be responsible for aiding the Program Officers in building new apprenticeship programs, including assisting in recruiting businesses to develop programs, assisting in program standards development, and supporting businesses in executing apprenticeship models. The Program Officer, Apprenticeship will also assist in the implementation of large-scale initiatives that align workforce and education efforts across a variety of state and local partners. The Program Officer, Apprenticeship will assist with the development of project timelines and evaluation methods, carry out key workforce strategies, and help monitor and report outcomes for these activities.

The Oklahoma Office of Workforce Development (OOWD) houses the statewide workforce development initiative, Oklahoma Works, and is the administrative entity for the federal Workforce Innovation and Opportunity Act (WIOA) for the State of Oklahoma, and administrator of Title I funds to support programs for Adults, Dislocated Workers, and Youth. In addition, the Office supports the work of the Governor's Council for Workforce and Economic Development to align education and training with businesses' needs so that more Oklahomans can achieve the American Dream, and Oklahoma's businesses can have the talent they need to grow.

- Assist in the recruitment of new businesses and intermediaries (e.g., Industry associations, Chambers) to build Registered Apprenticeship Programs in diverse industries throughout Oklahoma.
- Develop curricula and standards for Registered Apprenticeship Programs (RAPs).
- General knowledge of and ability to connect employers to incentives necessary to support apprenticeship program development.
- Work with OOWD leadership to plan, organize and execute a strategic approach to scaling RAPs statewide. The successful candidate must be able to communicate and lead identified strategies.



- Connect local and regional priorities with the state priorities and implement strategies for connecting diverse initiatives.
- Conduct outreach and communication activities, including partner engagement and capacity-building activities.
- Create presentations, reports, newsletters, social media posts, and other materials for public distribution.
- Ensure integration of apprenticeship program opportunities with WIOA activities.
- Carry out data collection, reporting, grant monitoring, and evaluation activities.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Candidates should possess a working knowledge of Oklahoma’s workforce and training systems, the Registered Apprenticeship model of training, state industries, sales techniques, and best business practices.
- Strong analytical/problem solving and excellent oral/written communication skills are essential. Must have exceptional social skills. Ability to perform effectively in diverse environments in a professional manner. Must be effective in establishing and maintaining cooperative working relationships with team members, state and community officials, and the business community.
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures; Meet urgent deadlines with short turnaround times in a highly political environment; Cultivate partnerships at the local, regional, and state levels.
- Skills and experience in business etiquette, organizing information, writing reports, and presenting material are also required. Must have the ability to work independently, with minimum supervision, displaying personal initiative, direction, and willingness to learn. General knowledge and skill of Microsoft applications required.

EDUCATION AND EXPERIENCE:

- A bachelor’s degree in a related field from an accredited college/university or equivalent combination of education and experience is required.
 - Examples of related fields would include (but are not limited to) public administration, business administration, communication, public policy, etc.
- Professional experience working with businesses, developing new programs, or leading large-scale initiatives required.
- Minimum of 3-5 years of experience managing projects involving day-to-day project management, coordination, outcomes, grant reporting, and successfully managing stakeholder relationships preferred.
- Experience managing federal grant programs is a plus.
- Experience in workforce development programs preferred.

AA/EOE

