



Apprenticeship Design Manager

Who are we?

CareerWise Colorado is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

The role:

Reporting to CareerWise Education Partnerships Team, the Apprenticeship Design Manager will work with industry partners, higher education partners, and internal staff to research and develop new competency-based apprenticeship occupations for Colorado students. This occupation development includes creation of competency sets, learning progressions, course-work alignment and credential attainment plans.

What you'll do:

- Conduct research and engage with industry partners to build out content for CareerWise occupations in collaboration with product team.
- Research viability of potential new occupations/apprenticeships in alignment with CareerWise design parameters.
- Work with training providers (credentialing bodies, content providers, community colleges, technical colleges, and online universities) to coordinate coursework, access, credential attainment, MOU's, billing processes, and other logistics.
- Develop toolkit materials to support apprentice success and skill progression throughout all stages of the apprenticeship.
- Ensure that the credentials outlined in each apprenticeship are clearly communicated to students and businesses and obtained by apprentices
- Partner with Education Team members to provide data and recommendations that will assist in the development of school-based practices that will lead to scale state-wide
- Manage development of student data systems as related to skill progression and higher education, monitor progress towards goals and provide responsive support for unanticipated challenges
- Research best practices in other sectors to support analysis and design, collect data and submit regular updates and quarterly reports
- Meet with students, parents, educators and other community members individually and in small or large groups to gain an understanding of youth apprenticeships. Could include evenings, weekends, and travel with overnight stays as needed
- May perform other duties as assigned



Who are you?

- Expertise in the field of training, work-based learning programs or curriculum design.
- Comfortable working in both a school and business setting
- Ability to analyze complex problems and develop appropriate solutions under pressure
- Proven excellence in analytical work, including previous experience in managing large-scale, complex analytical projects
- Detail oriented with the ability to work independently on multiple tasks at once
- Ability to develop and leverage relationships within and across work groups to achieve results
- Strong written and verbal communication skills that can communicate complex issues effectively to different stakeholder groups including families, school staff, and the broader community
- Ability to prioritize activities and work in self-directed manner against tight deadlines in a team-oriented environment
- Proficiency with Microsoft Office and Google Docs
- Experience and interest in working in a fast-paced, rapidly changing environment
- Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in where ever our skills are needed.

Sound interesting?

Click on this [link](#) to apply.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org