**Guilford Apprenticeship Partners**

**and**

**The Community Foundation of Greater Greensboro**

**Job Description**

**Position Title:** Guilford Apprenticeship Partners (GAP) Program Assistant

**Reports to**: Director, Eastern Triad Workforce Initiative (ETWI) and Guilford Apprenticeship Partners (GAP).

**Overview and Position Summary:**

The Guilford Apprenticeship Partners (GAP) is the youth apprenticeship program housed at the Community Foundation of Greater Greensboro. The GAP Program Assistant will support the Director of ETWI and GAP in implementing work plans and programming.

The Community Foundation of Greater Greensboro (CFGG) is a public charity serving the greater Greensboro area in North Carolina. Under the direction of a volunteer board of community leaders the Foundation receives charitable funds from donors, invests those funds, distributes funds to charitable causes and provides services and grants to nonprofit agencies and the community.

The Community Foundation of Greater Greensboro is an equal opportunity employer and proudly embraces its guiding tenets of diversity, equity, and inclusion.

**Essential Duties and Responsibilities:**

**Project Administration**

* Assists with all aspects of running Guilford Apprenticeship Partners (GAP) which is the youth apprenticeship program housed at the Community Foundation of Greater Greensboro
* Aspects of the job include recruitment, screening, and placement of all apprenticeship operations and programming
* Involvement in GAP consists of presentations, marketing, events, long range planning, record keeping, invoicing, and purchases as well as other duties

**REQUIRED CAPABILITIES**

**Professionalism**

* Supports the mission, vision, and strategic goals of the Foundation in order to serve both internal and external stakeholders
* Conducts self in a professional manner and maintains appropriate professional appearance
* Follows and supports Foundation policies and procedures
* Evaluates own performance and assumes responsibility for professional development
* Maintains confidentiality
* Maintains current knowledge of all changes affecting area of work

**Teamwork**

* Participates as a team member utilizing a collaborative style to achieve mutual goals
* Promote a culture of high performance and continuous improvement
* Provides proactive, creative cross-functional leadership, thinking and ideas to enhance service to customers
* Demonstrates ability to work effectively with others

**Communications Skills**

* Effective oral and written communications skills
* Effective presentation skills

**Initiative and Ingenuity**

* Takes action without being asked or required
* Anticipates and resolves problems
* Uses creativity and imagination to develop new insights, ideas, approaches and/or solutions

**KNOWLEDGE, SKILLS, AND ABILITIES**

Required

* Bachelor’s Degree
* Well-developed written and oral communication skills and exceptional attention to detail
* Well-developed conflict resolution, analytical and record keeping and administrative skills
* Strong organizational, project management, and problem-solving skills, flexibility, and demonstrated ability to manage and execute multiple tasks and work under pressure in a changing environment
* Ability to function as part of a team and work across teams within an organization
* Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
* Ability to work effectively with Director of GAP
* Ability to work at evening events
* Commitment to the Foundation’s values
* Commitment to and understanding of racial equity
* Commitment to continuous improvement

Preferred

* Working knowledge of apprenticeship programming is helpful
* Working knowledge of creating and implementing a registered apprenticeship program is helpful Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
* Working knowledge of Career and Technical Educational programming is helpful