



Job Title: Director of Partnerships and Apprenticeship Pathways (Contract Position)

Organization: SkillsUSA Washington

Location: Remote/Hybrid (Washington State-based preferred)

Type: Contract Labor (1099)

Compensation: Base + Commission. Varies based off of experience

Position Overview

SkillsUSA Washington is seeking a highly motivated, organized, and tech-savvy **Director of Partnerships and Apprenticeship Pathways** to lead and coordinate two vital areas of our programming: Partnership Engagement and development and state championship Coordination. This is a contract position offering flexibility, purpose-driven work, and an opportunity to make a statewide impact in both career development and skilled workforce readiness.

Key Responsibilities

Apprenticeship Program Management

- Oversee apprentice onboarding, hour tracking, and compliance reporting.
- Navigate reporting requirements within the ARTS (Apprenticeship Registration and Tracking System).
- Serve as a liaison between LNI, employer partners, SkillsUSA Washington, and apprentices.
- Ensure all documentation and timelines are met to maintain our good standing as a registered apprenticeship sponsor/provider.
- Assist in drafting apprenticeship standards and developing agreements with employer and education partners (OJT and RSI).
- Build new employer partnerships—particularly in manufacturing—to expand apprenticeship opportunities statewide. Adding **NEW** occupations.

- Apply for and manage grant funding where applicable (grant writing experience preferred).

Championships Management (in collaboration with the State Director)

- Lead the coordination of Technical Chairs and Leadership Leads.
- Support onboarding and development of new employer partners to enhance championship experiences.
- Seek volunteer and financial support to offset contest execution costs.
- Maintain communication and updated resources within the Technical Chair Hub.
- Coordinate contest logistics with host sites: space, material delivery, scheduling, and communications.
- Host pre-event meetings and post-event debriefs; gather and implement feedback for continuous improvement.
- Lead Technical Chair and Leadership Lead check-in at the State Leadership and Skills Conference.
- Oversee and support the scoring process for all contests, ensuring accuracy, transparency, and equity.
- Help navigate any grievances or disputes that should arrive while on site working with the Executive Director and Board Chair to resolve.

Regional Coordination

- Work closely with regional coordinators to ensure consistency and effectiveness state-wide in regional event delivery.
- Manage the project release process to ensure all students, schools, and advisors receive clear, timely, and accurate information.
- Collaborate with Technical Chairs to align project resources including projects, rubrics and timelines with realistic expectations for both host sites and participants.
- Prioritize equity and inclusion across all contests and communications.

Key Skills and Qualifications

- Exceptional organization and time management
 - Strong communication and interpersonal skills
 - Proficiency in Microsoft Outlook, Excel, and general cloud-based tools
 - Comfort with artificial intelligence tools and digital systems
 - Familiarity with apprenticeship systems and workforce development preferred
 - Experience in grant writing and management a plus
 - Collaborative, adaptable, and purpose-driven
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Contract Details

- This is a **contract labor position** with a **1099** agreement.
 - Compensation includes **a base rate plus commission** (to be discussed upon offer).
 - Flexibility in work schedule with required availability during major event periods.
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How to Apply

Interested candidates should submit a resume and cover letter detailing their relevant experience and interest in the role to our state office at info@skillsusawashington.org.