

Massachusetts Association of Community Colleges (MACC)

Statewide Community College Apprenticeship Coordinator

Two-Year Grant-Funded Position

MASSACHUSETTS ASSOCIATION OF COMMUNITY COLLEGES

The Massachusetts Association of Community Colleges (MACC) supports the Commonwealth's 15 public community colleges, which collectively educate more than 100,000 students each year and serve as the largest provider of workforce training in Massachusetts. Governed by the presidents of the 15 community colleges and led by an executive director, MACC provides the unified structure necessary to coordinate policy, promote collaboration, and amplify the colleges' collective impact statewide.

MACC exists to advance shared priorities across the colleges, with the structure enabling our organization to coordinate large-scale initiatives that individual colleges could not achieve alone while ensuring that every effort remains grounded in local context and institutional autonomy.

MACC's mission is to ensure that the community college system remains responsive to the evolving needs of students, employers, and regional economies. In support of that mission and to support sustaining and strengthening Massachusetts' leadership in workforce innovation, MACC is seeking a Statewide Community College Apprenticeship Coordinator—to lead and coordinate apprenticeship expansion across all regions and industries. This role will ensure that the community college system can respond collectively to employer demand, align with state and federal priorities, and make apprenticeship a durable, scalable strategy within the Commonwealth's workforce development system.

POSITION OVERVIEW

The Statewide Community College Apprenticeship Coordinator will lead the development, registration, and scaling of registered apprenticeships across Massachusetts' 15 community colleges. This role serves as the statewide liaison to employers, state agencies, and regional partners, and, under the supervision of the Director of Workforce Development, will build the systems and tools needed to expand apprenticeship pathways in high-need sectors.

KEY RESPONSIBILITIES

- Coordinate a statewide apprenticeship strategy by working closely with Massachusetts community colleges to support program development and implementation, while also serving as the primary point of coordination with relevant state agencies and employer partners.
- Develop statewide toolkits, templates, and frameworks for On-the-Job Learning (OJL), Related Technical Instruction (RTI), and employer engagement.
- Develop and register standards for apprenticeship programs in key industries that may then be utilized by any community college.
- Support colleges and employers in designing, registering, and launching apprenticeship programs.
- Lead statewide and regional employer convenings and facilitates the recently established Apprenticeship Working Group consisting of representation from each of the 15 community colleges.
- Provide technical assistance, professional development, and implementation support to state agencies and employers.
- Oversee data tracking, assessment and reporting using Division of Apprenticeship Standard's (DAS) Salesforce system and ensure compliance with state requirements.
- Strengthen articulation between apprenticeships and academic pathways.
- Contribute to sustainability planning and pursuit of long-term funding.

QUALIFICATIONS

Required:

- Bachelor's degree.
- At least five years of professional experience.
- Demonstrated strength in stakeholder engagement, facilitation, and project management.
- Ability to present effectively to diverse audiences and constituencies.
- Experience collaborating with employers, state agencies, community colleges, or other educational institutions, with a preference for work related to registered or industry-recognized apprenticeships.

Preferred:

- Experience with registered apprenticeships or workforce programs.
- Familiarity with DAS, Executive Office of Labor and Workforce Development (EOLWD), MassHire, or community college systems.
- Two or more years of experience in workforce development, apprenticeship initiatives, employer partnerships, higher education, or a combination thereof.
- Experience with data systems, compliance tools, and/or statewide coordination.

Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

POSITION DETAILS

- Term: Full-time, two-year grant-funded position
- Salary: \$90,000 - \$110,000
- Reports to: Director of Workforce Development at MACC
- Travel: Statewide, approximately 10–20% with potential for one national conference per year
- Location: Remote/Hybrid. Position requires regular travel throughout Massachusetts but otherwise remote; candidates must be available to travel across the state as required.

APPLICATION INSTRUCTIONS

Please submit a cover letter highlighting your qualifications and interest in the position and a complete resume to careers@macc.mass.edu with " Statewide Community College Apprenticeship Coordinator " in the subject line. Please submit materials by Friday, January 16 for priority consideration.

An Equal Opportunity/Affirmative Action Employer