**Employment Opportunity: Apprenticeship Subject Matter Expert (SME)**

**The Apprenticeship Subject Matter Expert will develop and implement state apprenticeship strategies and partner activities that will increase and enhance Registered Apprenticeship programs in Florida. This position is grant-funded and will terminate on May 31, 2018. The individual will be hired per a services contract with FACTE. Payment will be issued monthly based on completion of tasks and submission of stipulated documentation. Travel in association with this contract must be pre-approved and will be reimbursed monthly with appropriate documentation.**

**Application deadline; February 15, 2017: Interested applicants should email a resume to** [**lboyd@facte.org**](mailto:lboyd@facte.org) **. Confirmation of receipt will be by return email. Questions should be directed to Marsan Carr, at** [**factexec@facte.org**](mailto:factexec@facte.org) **. Finalists will be contacted on February 17 to schedule an interview on February 24, 2017 at the FACTE office in Tallahassee, FL 32301.**

Eligible Applicant should be knowledgeable about:

* State Accelerator Grant Funding, Training and Employment Guidance Letter Nov. 19-15.
* USDOL ETA (US Department of Labor: Employment & Training Administration) – Office of Apprenticeship Bulletin  
  2016-24 Training and Employment Notice (TEN) No. 2015, dated January 11, 2016- ApprenticeshipUSA
* State Apprenticeship Agency ApprenticeshipUSA State Accelerator Grant # AP-29565-16-55-A-12
* State Apprenticeship Agency and Registered Apprenticeship Program

Tasks to be performed by SME during the contract include:

**Year 1**

* A minimum of 12 clinics/meetings leading to Regional Action Clinics (RAC).
* Meet with each of the 6 Apprenticeship Training Representatives (ATR) and establish meeting schedule
* Provide a written and electronic report documenting the results of the clinic/ meetings
* Preparing and provide public information brochures as specified in the State Apprenticeship Agency (SAA) Accelerator Grant
* There should be 3-4 Regional Action Clinics in Year 1, leading to recommended strategies to expand and diversify Registered Apprenticeship (RA).
* Submit monthly reports using a prescribed template and documentation to justify payment for services
* Develop a report of progress quarterly
* Attend The National Association of State and Territorial Apprenticeship Directors (NASTAD) Conference
* Attend the Office of Apprenticeship (OA) Focus/OA Sponsored expansion Grant meetings

**Year 2 (three months, grant terminates May 31, 2018)**

* Same as Year 1, but to expand on recommended strategies that will elevate RA as part of the workforce solution for both traditional and non-traditional industries.
* There shall be 4-5 Regional Action Clinics held in Year 2.
* For Years 1-2 RAC cannot exceed eight (8) meetings.
* Attend state and national meetings as assigned
* Submit a final report (format will be provided)