**Federal Youth Apprentice Pathway Pilot**

# About the Federal Youth Apprentice Pathway Pilot Program

The U.S. Department of Labor’s Employment and Training Administration (ETA) is piloting the first ever Federal Youth Apprentice Pathway, as a strategy for creating an innovative pathway for young people ages 16 – 18 into federal service at ETA. Modeling a commitment to quality career pathways into federal service and other industries for young people is a key tenet of the [Vision 2030 Youth Employment Works strategy](https://www.dol.gov/general/topic/youth-employment-works-call-to-action). Through this pilot, the Department will model ways federal agencies can partner with Registered Apprenticeship Intermediaries to create high-quality career pathways into good jobs. Additionally, these roles will support efforts to build and expand the National Apprenticeship System overall. This Apprenticeship program will offer young people an opportunity to springboard into many different federal careers in program implementation and administration. The apprentices will gain valuable career training and experience working in DOL’s Offices of Apprenticeship, Job Corps, and Workforce Investment.

The program will include a paid, 3-year career progression that includes co-enrollment in the Federal Pathways Intern Program as well as a Registered Apprenticeship Program as part of their education and training plan; applicants must be enrolled in a [Pathways Intern Program eligible intuition](https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern) when applying, and for the duration of the program. Upon completion of the program, successful apprentices will have the opportunity to enter into a permanent Federal position. All apprenticeship applicants will apply on USAJobs.gov. Learn more about the Federal Resume and USAJobs application process by visiting the [USAJOBS Help Center | How to](https://www.usajobs.gov/Help/how-to/) web page, or tuning in to [training sessions such as the 2024 Federal Executive Board Campus Series](https://www.usajobs.gov/Notification/Events?EventType=9).

# About the Apprentice Occupation: Workforce Project Apprentice -- Student Trainee (Workforce)

The Workforce Project Apprentice – *USAJobs occupation title Student Trainee (Workforce)* – provides support to staff within offices of the U.S. Department of Labor’s Employment and Training Administration (ETA) in various workforce development and youth related program and administrative duties that support program operations and strategy. With support from a mentor, the apprentices will handle tasks like assisting in the preparation of documentation and reports, assisting in the handling of calls and correspondence, and maintaining records. Within the framework of this pilot program, an experienced mentor will be matched with each apprentice to share their experience and provide ongoing advice and support. The youth apprentice, as the learner, is committed to continuous improvement, and taking responsibility for the development of their own knowledge, skills and abilities. They also work closely with ETA office staff in implementing goals and guidelines for specific projects, supporting the planning and launching of events and initiatives, following timelines for project deliverables, and monitoring overall operations to ensure procedures adhere to standards, schedules, and project requirements. While assisting ETA office staff, Workforce Project Apprentices will learn about the structure, regulation, and operation of the public workforce system. Successful apprentices will be passionate about public service and policy, eager to learn about the workforce systems’ impact on individuals, have strong written and oral communication skills, pay close attention to detail, and be a dedicated teammate and collaborator. Specific job duties include but are not necessarily limited to the following:

* Support the planning and meeting logistics of multiple events, large scale projects, and initiatives (e.g. Youth Apprenticeship Week, Job Corps events, grant technical assistance events.)
* Support the development of youth awareness campaigns and outreach strategies.
* Engage with youth apprentices, job corps students, and pre-apprentices to identify best practices and areas of improvement to inform program policies and strategies moving forward.
* Compile and disseminate youth employment related success stories, videos, and other promotional materials.
* Create and participate in a peer networking group with the other Federal Youth Apprentices to support each other, share lessons learned, and increase coordination across the three participating offices.
* Build sustainable relationships and negotiate and develop collaborative working relationships with office staff.
* Support the office team in the development and distribution of technical assistance tools.
* Review and edit materials to meet quality specifications, including formatting and consistent text, and accessibility standards.
* Conduct basic research, such as reviewing multiple long documents to find specific descriptions.
* Provide high-level customer service to all office Partners and Stakeholders.
* Communicate in team meetings in a manner that facilitates the accomplishment of goals.
* Learning grants management skills and processes.
* Participate in training sessions to learn about various ETA programs such as Registered Apprenticeship, Job Corps, and Youthbuild etc.
* Meet with the mentor and ICF support team on a regular basis to ensure competencies are being met and apprenticeship experience is a success.
* Participate in rotational opportunities to other ETA offices.
* Book meetings and conference rooms for staff as needed
* Respond to correspondence and questions received by email or phone and make sure they are answered in a timely fashion.
* Attend meetings (Webinars, training etc.), which may include recording feedback from stakeholders or meeting participants, and ensuring the agency delivers materials and information discussed in the meeting.
* Support the preparation and distribution of outreach materials; provide ideas and suggestions on how to reach more youth, parents, teachers, counselors, etc.

# About the ETA Offices

The Offices of Apprenticeship, Job Corps, and Workforce Investment were strategically selected due to their focus on youth employment which will give these youth apprentices the opportunity to help youth access good jobs across the country by providing invaluable support, ideas, and feedback on youth projects and policies from a youth perspective. Three total positions will be available, one each serving in the following ETA offices.

* *Office of Apprenticeship (OA) -* OA promotes and helps employers and other organizations develop quality, accessible Registered Apprenticeship opportunities for workers seeking higher-skilled, higher-paying jobs and organizations seeking to build a qualified, diverse, and inclusive workforce. The Office of Apprenticeship oversees the National Registered Apprenticeship System, which involves employers, industry associations, labor, education providers, Apprenticeship Industry Intermediaries, State Apprenticeship Agencies, and other Registered Apprenticeship stakeholders and sponsors. There are Registered Apprenticeship experts in every state who are available to assist organizations interested in developing and maintaining Registered Apprenticeship programs as a recruitment, training, and retention tool to build a quality workforce. They also connect organizations to educational and other training providers and help create a sustainable pipeline of talent into their organization and advise partners on available funding sources to support apprenticeships.
* *Office of Job Corps (OJC)* - Job Corps is the largest nationwide residential career training program in the country and has been operating for more than 50 years. The program helps eligible young people ages 16 through 24 complete their high school education, trains them for meaningful careers, and assists them with obtaining employment. Job Corps has trained and educated over two million individuals since 1964. At Job Corps, students have access to room and board while they learn skills in specific training areas for up to three years. In addition to helping students complete their education, obtain career technical skills and gain employment, Job Corps also provides transitional support services, such as help finding employment, housing, child-care, and transportation. Job Corps graduates either enter the workforce or an apprenticeship, go on to higher education, or join the military. The National Office of Job Corps is responsible for oversight and administration of all campuses across the Nation.
* *Office of Workforce Investment (OWI)* - The Office of Workforce Investment is responsible for implementing an integrated national workforce investment system that supports economic growth and provides workers with the information, advice, job search assistance, supportive services, and training for in-demand industries and occupations needed to get and keep good jobs. OWI accomplishes this by designing and overseeing multiple grant-funded employment and training programs, that might include classroom training and work-based learning opportunities and connect employers with skilled workers seeking employment. OWI provides national leadership, oversight, policy guidance, and technical assistance to the programs in the workforce investment system authorized under the Workforce Innovation and Opportunity Act. The Office works collaboratively with other federal agencies and partners and stakeholders, the continuum of education, and state and local governments to promote a strong economy by building a prepared and competitive workforce.