



## Apprenticeship Coordinator

The Northwest College of Construction is accepting applications for a full-time Apprenticeship Coordinator.

### **Position Summary:**

The Apprenticeship Coordinator is responsible for all aspects of managing craft training apprenticeship programs. Duties include:

- Dispatch of apprentices to contractors which requires frequent and articulate communication with both the apprentices and the training agents (employers).
- Management of apprenticeship records to ensure the apprenticeship requirements for both classroom and on-the-job training meet or exceed the requirements of the Bureau of Labor and Industry and the accrediting agency of the college.
- Acting as the Program Liaison between the college, the apprentices and the employers.
- Represent the college at career fairs and other events for the purpose of recruitment of students and apprentices.
- Conduct orientations for incoming new apprentices.
- Prepare committee meeting agendas and minutes.
- Assist with the front office tasks, including answering phones and greeting walk-ins.

### **Required Knowledge, Skills & Abilities:**

- 1+ years' experience as an Apprenticeship Coordinator preferred.
- For the right candidate, we will accept 3+ years' administrative/clerical experience with no or little Apprentice Coordinator experience.
- Experience with apprenticeship trade programs, preferred.
- Proficient with MS Office products, database management and report generation and spreadsheet development.
- Experience with FileMaker Pro is preferred.
- Excellent communication, customer service, and problem solving skills.  
The ability to solve "people" problems, relating to worker-employer relationships, in face-to-face contact or by phone is key to success in this role.
- Ability to communicate effectively both orally and in writing.
- Able to work with a variety of people.
- Ability to organize and prioritize projects and meet strict deadlines.
- Attention to detail is necessary.

- Able to work independently, without many detailed instructions, and also cooperatively with other college managers, staff, and groups outside the college.
- Willingness to lead, take charge and offer opinions and direction.

The Northwest College of Construction is a privately funded, non-profit educational facility. Our Mission is to promote life-long learning by delivering craft, technical, supervisory and management education to workers and managers at all levels in the construction industry.

NWCOC offers a generous benefits package that includes medical, dental, vision, Short-Term Disability, 401(k), Paid Time Off and more. The starting salary range for this position is \$40,000.00-45,000.00, depending on experience.

For consideration, respond to this posting with a resume and cover letter to **LaurieE@nwcoc.com**.