



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.
- Meet with applicants to complete BOLI paperwork to become a registered apprentice.
- Prepare committee meeting agendas and minutes.
- Assist with the front office tasks, including answering phones and greeting walk-ins.
- Incumbent will digitize bookkeeping invoices and develop a process to crosscheck documents for accuracy across departments.

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 Apprenticeship 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.
- Ability to communicate effectively both orally and in writing.
- Ability to organize and prioritize projects and meet strict deadlines.
- Attention to detail is necessary.
- Ability to work productively in a fast-paced, sometimes stressful, environment.
- Able to work independently, without many detailed instructions, and cooperatively with others.

- Willingness to lead, take charge and offer opinions and direction.
- Public speaking skills, a plus.
- Ability to read bookkeeping reports, a plus.

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, complete the Application for Employment at <https://nwcoc.com/about-the-college/employment/> and respond to this posting with the completed application, a current resume and a cover letter to **LaurieE@nwcoc.com**.