



## Apprenticeship Coordinator

The Northwest College of Construction (NWCOC) is accepting applications for a full-time Apprenticeship Coordinator. This involves the management of the day-to-day operations of one or more of our apprenticeship programs. This position requires a high level of organization, coordination, the ability to multitask and ability to manage high stress all while managing competing deadlines.

NWCOC 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 is small enough to provide a family-like atmosphere, but large enough to have opportunity for career growth. We offer 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 \$45,000-\$47,000, depending on experience.

### **Position Summary: (applicant will grow into these duties)**

The Apprenticeship Coordinator assists the apprenticeship administrator with all aspects of the administrative duties of managing craft apprenticeship training programs. Duties include:

- **Assist Front Desk** – Assist with the front office tasks, including answering phones and greeting walk-ins.
- **Database** – Track, report, and data entry of committee records.
- **Meeting Preparation** – Prepare committee meeting agendas, re-rate worksheets, communication packets, academic plans, annotated minutes, BOLI minutes, corrective actions, etc.
- **Dispatch** – Match applicants with training agent requests, process paperwork and guide new apprentices through our requirements and regulations.
- **Management of Apprenticeship Records / Files** – Make, maintain, update, and correct all aspects of creating and managing apprenticeship records both digitally and in hard copy form.
- **Intake** - Work with applicants to help them with application paperwork, do intake, maintain qualified applicant logs, out of work lists, process rejections, etc.
- **Public Speaking** – Conduct general information sessions, apprenticeship orientations, classroom raps, recruit at career fairs, etc.
- **Reconcile Records** - digitize and crosscheck documents for accuracy across departments.
- **MPR Coordination** – Receive and process the apprentice's monthly progress reports, quantify error records and notify clients of corrections.

- **Reporting** – Provide oral and written reports. Conduct annual wage survey.
- **Other** – Performs other related duties as assigned.

**Required Knowledge, Skills & Abilities:**

- **Experience** – 1+ years experience working with apprenticeship programs preferred.
  - Or, for the right candidate, we will accept 3+ years' administrative/clerical experience with no or little Apprenticeship Coordinator experience.
- **Computer Skills** – Proficient with MS Office products.
  - Experience with FileMaker Pro is preferred.
  - Ability to read bookkeeping reports, a plus.
- **General Skills** – Individuals who are highly organized and able to multitask in a fast-paced, sometimes stressful, environment will excel as a Coordinator.
  - Attention to detail and ability to organize and prioritize projects to meet strict deadlines.
  - Able to work productively, independently and accurately, without many detailed instructions, and cooperatively with others.
  - Ability to effectively communication orally and in writing, provide superior customer service, and problem solve.
- **Time Management Skills:** Ability to prioritize multiple projects, competing deadlines and to change priorities quickly and frequently.

For consideration, complete the Application for Employment at <https://nwcoc.com/about-us/employment/>. Click “Apply Here” and use the web submission form to submit a current resume, cover letter and NWCOC application. Contact Laurie Emery at [LaurieE@nwcoc.com](mailto:LaurieE@nwcoc.com) with questions.