TRAINING COORDINATOR JOB DESCRIPTION

Job Title: Training Coordinator
Reports to: Joint Apprenticeship and Training Committee

General – Position Summary: Reporting to the trustees, the Training Coordinator is responsible for the day-to-day operations of the Sheet Metal Apprenticeship and for the overall development and administration of Training Programs and services, to include Journeypersons, in accordance with the Trust By-Laws, Policies and Procedures. The Training Coordinator is responsible for working closely with a wide range of associations in the public, private and nonprofit sectors to build, support and make coalitions consistent with the Sheet Metal Institute’s overall business and goals. The Training Coordinator also functions as an ex-officio member of the Training Trust and Joint Apprenticeship Training Committee (JATC).

The ideal candidate will be an experienced professional who can provide strong and innovative leadership. He or She will be a results-oriented self-starter with a collaborative management style, excellent written and verbal communication skills, and outstanding organizational and relationship-building abilities. In addition, this individual will be a strategic thinker, have strong business acumen, and demonstrate passion for promoting the Sheet Metal industry at all levels.

Duties and Responsibilities: The duties of the Training Coordinator are as follows (other duties may be assigned by the JATC):

- Oversee and direct the day to day operation of the JATC, including properties management and maintenance.
- Implement apprentice interview processes to ensure JATC compliance.
- Establish annual budgets and adhere to them.
- Assure the program meets the guidelines established by the State of NM.
- Build a successful working relationship with New Mexico Work Force Solutions (NMWFS) and the State Apprenticeship Committee (SAC), and attend SAC Committee Meetings.
- Use Total Track or relevant system records to produce statistics and develop reports to indicate the success rates of the apprenticeship program, including employer evaluations.
- Review the program delivery and the ongoing relationship with full-time and part-time instructors to ensure the successful completion of programs.
- Act as a liaison with the Registered Training Instructors to ensure compliance with 11.2.3 NMAC - State Apprenticeship Policy Manual.
- Work jointly with the JATC to set and maintain the appropriate number of apprentices in each facet of the program.
- Provide direction, communicate and make recommendations to the JATC for the future program requirements, industry trends, new emerging markets and construction technology.
- Provide support and mentoring to full-time and part-time instructors in the apprenticeship program and ensure that safety policies are understood and observed.
- Take a proactive role to help prevent or minimize apprentice performance issues by providing counseling and discipline, ensuring adherence to the JATC Apprentice Policy Manual, and enforcing the Code of Conduct.
- Stay up to date with advanced industry training.
• Update JATC website to keep relevant information and tools available for instructors and students and use multimedia to promote and enhance the betterment of the program.
• Create and implement testing to assure skill level has met expectations allowing advancement to next level of training.
• Oversee the local annual apprenticeship contest and ensure participation in an annual national apprenticeship contest.
• Serve on trade-related advisory boards and commissions.
• Oversee apprenticeship graduation activities.
• Develop and implement instructor evaluations biannually for JATC review.
• Travel as necessary for education, research and development.
• Advise and oversee recording secretary to take minutes and maintain records for JATC meetings.
• Submit bills payable for approval.
• Manage financial funds.
• Provide documents for all required training.
• File appropriate tax returns and forms.
• Maintain bonds and insurance.
• Work with Local 49/JATC property management.
• Remain educated on ERISA laws.
• Tirelessly promote the Apprenticeship Training Program through every conceivable avenue in order to attract the brightest and best.
• Be involved and active with the CID Mechanical Bureau Technical Advisory Committee (TAC).

Required Qualifications:
• Experienced in the Sheet Metal Industry.
• Employment history reflecting stability and progressive success with at least five years of experience in a management role. Examples could include foreman, superintendent or project manager roles.
• Proven success in organizational ability and achieving results; strategic, entrepreneurial and proactive approach in developing and managing programs.
• Demonstrate knowledge and experience in the areas of administrative management and supervision, fiscal management and budgeting.
• Proven ability to develop and maintain effective working relationships with vendors, business leaders and union officers.
• Ability to adapt to changing economic circumstances and work in a lean budgetary environment.
• Demonstrate written and oral public speaking skills.
• Maintain vehicle maintenance and safe driving record.
• Willing to travel and able to attend local and national events around the country including some weekends.
• Strong computer skills, spreadsheets, word processing and internet usage.
• Able to lift 40+ pounds.

Preferred Qualifications:
• Experience with marketing and/or public relations campaigns.
• Experience running a small business.
• Experience in interpreting legislation.

Timeline:
• Cut-off date for submission of applicant resumes: April 17, 2020

Please send resumes to both: Anthony E. Kocurek: tkocurek@ebinm.com
Vince Alvarado: valvarado@smwlu49.org