

Assistant to the Training Director Job Description

NCSRCC Training Fund

SUMMARY

Assistant to the Training Director of NCSRCC Training Fund

Reports to: NCSRCC Training Fund Training Director

QUALIFICATIONS

- Must be a team player and possess attributes of flexibility in aiding to meet the needs of all stakeholders.
- Have excellent verbal and written communication skills to professionally represent the organization.
- Ability and comfort level to interact with a diverse group of Council members, officers of the organization, trustees and managers.
- Competent with Microsoft Office Suite (WORD, Access, Outlook, Publisher, Excel, Power Point), ability to navigate the internet.
- Have strong and proven organizational skills.
- Strong abilities to multi-task without showing signs of severe stress.
- Possess ability to handle changing priorities.

Job Description

Human Resources

- Assist in developing a positive culture within the Training Centers.
- Be attentive to succession plan and voids in future staffing.
- Assist in planning staff meetings.
- Assist in developing and modifying policies and procedures.
- Assist with payroll submission

Financial Acumen

- Order print and marketing material for all training centers.
- Assist in monitoring expenses to ensure a balanced budget.
- Assist in CTI apparel and ordering.

Strategic Processing & Evaluation

- Assist in evaluating overall program effectiveness.
- Assist in setting yearly goals and execute 3-year strategic direction for the Training Centers.
- Evaluate culture in the training center and use feedback from Survey Monkey.
- Assist in keeping training on the cutting edge.

Administration

- Confer with organizational members to accomplish work activities.
- Administer meeting notices, meeting minutes and standard changes for the local JACs.
- Attend and execute JAC meetings as needed and ensure compliance with the standards.
- Help develop relationships with contractors, DWD, and members to promote training.
- Develop apprenticeship resource binder and thumb drive.
- Help develop well informed JAC members and provide training resources to ensure integrity.

Outreach

- Assist the Outreach Specialist position and attend events as needed.
- Website development, social media, marketing and ordering promotional material for the Training centers.
- Develop events for National Apprenticeship Week.
- Promote the carpenters training and assist with the Biennial Apprenticeship Conference.

POSITION AND EDUCATION REQUIREMENTS

A minimum of 10 years of administration experience

Bachelor's Degree or Equivalent Experience

Human Resource and Financial Acumen Expertise

Understanding of the Construction Industry

WORKING CONDITIONS

Working conditions are normal for an office environment. This position may require sitting for extended periods, lifting to 25 pounds and using office equipment and machines. Travel and ability to sit in a car long periods of time also required.