



Carpenters Training

CARPENTERS-EMPLOYERS APPRENTICESHIP &
TRAINING TRUST FUND OF WASHINGTON-IDAHO

Career Connections & Outreach Advisor

Summary:

The Carpenters –Employers Apprentice Training Trust seeks a full-time Career Connections and Outreach advisor. This position will support the pre-apprenticeship program. The administrator must be creative and enjoy working within a small leadership environment that is both mission- and results- driven, yet fosters an innovative spirit within the organization. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organization skills, and the ability to maintain a realistic balance among multiple priorities.

Work Schedule: 6 am to 2:30 pm, Monday through Friday

Work Location: Northwest Carpenters Institute (NWCi)
20424 72nd Ave S Kent, WA 98032

Job Duties:

- Promote Career Connections curriculum to K-12, Skills Centers and Community Partners
- Help build curriculum/classes for our partners using Career Connections
- Work to help ensure Career Connections is recognized as a state approved credential
- Track Career Connections graduates and pre-apprenticeship/apprenticeship pathways
- Host Career Connections events for educators and community partners
- Establish and maintain Memorandum of Understanding with community partners
- Plan, Coordinate and develop Outreach material
- Develop recruitment plans for future pre-apprenticeship cohorts
- Assist the Retention Specialist on retention strategies
- Organize monthly skills workshops
- Create and organize a membership engagement calendar & meeting
- Assist the regional council and contractors on outreach events
- Organize quarterly kid's builds
- Attend various local union meetings, advisory board, awarding agencies meetings, mock interviews and round table meetings with contractors and community partners
- Develop monthly program reports for JATCs and Trustees
- Develop, implement and coordinate strategies aimed at increasing and supporting diversity, equity inclusion, LGBTQ+ community and justice for historically unrepresented communities
- Develop sustained collaborations with a diverse group of constituents to facilitate outreach, best practices, pipelines and pathways
- Other duties as assigned by the program coordinator and/or training director



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Required Skills & Qualifications:

- High School graduate or equivalent
- Experience working with outreach events
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Journey person with 4+ years of working steadily in the field
- Valid Driver's License
- Ability to travel across Western/Eastern Washington, Las Vegas and other locations as requested
- Able to work independently and "think outside the box"

Preferred Skills & Qualifications:

- Experience working within a training and/or educational setting
- Bilingual in English & Spanish
- College degree in related field
- Strong Working knowledge of the construction industry
- Familiar with database operations and reporting
- Minimum 2 years of office administration experience

Physical Demands of Position

- Ability to stand or sit for long periods of time
- Ability to lift 40+lbs of material on a regular basis
- Strong communication and listening skills
- Ability to withstand repetitive motions and conversations

Employer Paid Benefits

- Medical
- Dental
- Vision
- Participation in a 401k plan
- Paid time off



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Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees. This position reports to the pre-apprenticeship coordinator

The person for this position is expected to serve a 180-day probation period. Benefits will take effect 3 months after employment.

POSITION CLOSES July 4th, 2022.

Please email resume with cover letter to
Marianna Talbott; mtalbott@nwci.org

Subject line: NWCI Outreach position