



CarpentersTraining

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

Recruitment & Retention Specialist

Summary:

The Carpenters –Employers Apprentice Training Trust seeks a full-time Recruitment & Retention Specialist. This position will support the pre-apprenticeship program. The specialist 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:

- Work with NWCi staff on current onboarding processes
- Attend weekly jobsite visits in partnership with the regional council focusing on women and people of color
- Develop a mentorship program with the program coordinator for apprentices & contractors
- Develop & maintain all social media platforms (FB, Tik Tok, Twitter, & YouTube)
- Develop & organize yearly “Appreciation Day” for contractors and awarding bodies
- Provide monthly retention reports for JATCs and Trustees
- Create monthly e-postcards & newsletters for apprentices
- Assist the Outreach Advisor on recruitment strategies and implementation
- Develop & maintain the pre-apprenticeship website
- Create YouTube content for the instructors and apprentices
- Attend outreach events as advised alongside the outreach advisor and program coordinator
- Manage exit interviews
- Work with contractors on identifying membership utilization needs and other areas of needed support
- Maintain and evaluate recruitment programs, trainings and orientations
- Communicate with NWCi staff, council and contractors to engage and track prospective candidates and support recruitment efforts
- Assist in the development of programs and community partners to provide support services during the transition from pre-apprenticeship to apprenticeship and apprenticeship to journey-level
- Assist in the development of creating workshops for staff, pre-apprenticeship and apprentices



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Required Skills & Qualifications:

- High School graduate or equivalent
- Minimum 2 years of office administration experience
- 2+ years creating content & working with social media platforms
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Journeyman with current time served in the field
- Valid Driver's License
- Ability to travel across Western/Eastern Washington, Las Vegas and other locations as requested
- Ability to work independently with "out of the box" thinking

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
- Familiar with media production equipment/programs
- Familiar with photography & drone equipment

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 retention position