



CarpentersTraining

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

Program Specialist

Summary:

The Carpenters -Employers Apprentice Training Trust seeks a full-time Program Specialist for program administrative support. This position will support the Training Coordinator, students, members and program committee. 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 (flexible), Monday through Friday

Work Location: Northwest Carpenters Institute (NWCi) Kent

Job Duties:

- Assist apprentices and pre-apprentices in the administrative aspects of their program
- Provide superior customer service to walk-in, written, and telephone inquiries
- Register students and accurately maintain student records via data entry and reporting in database systems
- Provide quality, accurate information to internal and external customers including local union halls and contractors
- Complete projects and special assignments in a timely manner by determining priorities, monitoring progress and problem solving with quality results.
- Provide administrative support to apprenticeship committee(s), including sending meeting notices, creating agendas, taking/typing meeting minutes, any necessary correspondence and any required monthly data
- Assist Training Coordinator and instructors in the administration functions of the program as well as providing administrative support to the bookkeeping dept.
- Research and prepare information/reports as requested by the Training Coordinator, including preparation of monthly data for State Labor & Industries, Veterans Administration and other agencies as necessary.
- Prepare data for annual audits.
- Assist coordinator with intake meetings with apprentices and ensure proper orientation and registration into the apprenticeship.
- Extended duties to include tracking of apprentices and pre-apprentices related instruction progress, work hours, completion of specialty classes, upgrades and apprenticeship status.



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Required Skills & Qualifications:

- High School graduate or equivalent
- Minimum 5 years of office administration experience
- 2+ years of customer service experience
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong documentation skills
- Communicate effectively, both verbally and in writing
- The ability to maintain a realistic balance among multiple priorities

Preferred Skills & Qualifications:

- Experience working within a training and/or educational setting
- Bilingual in English & Spanish is desirable
- College degree in related field
- Working knowledge of the construction industry
- Familiar with database operations and reporting
- Ability to exercise good judgment in a variety of situations
- Strong written and verbal communication skills
- Administrative and organizational skills

POSITION CLOSES WHEN FILLED.

Please email resume with cover letter to: Jody Kane
at jkane@nwci.org

Subject line: NWCI position