



# CarpentersTraining

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

## Pre-Apprenticeship & Outreach Administrator

### Summary:

The Carpenters –Employers Apprentice Training Trust seeks a full-time Pre-Apprenticeship & Outreach Administrator. 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 (flexible), Monday through Friday

**Work Location:** Northwest Carpenters Institute (NWCi)  
20424 72<sup>nd</sup> 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 with 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
- Work with NWCi staff on current onboarding processes
- Attend weekly jobsite visits in partnership with the regional council focusing on women and minorities
- Develop a mentorship program with the program coordinator for apprentices & contractors
- Develop & maintain all social media platforms (FB, Tik Tok, Twitter, & YouTube)
- Provide monthly retention reports for JATCs and Trustees
- Create monthly e-postcards & newsletters for apprentices



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- 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
- Other duties as assigned by the coordinator and/or training director

## **Required Skills & Qualifications:**

- High School graduate or equivalent
- Construction trades journey person with a minimum of 5 years working in the field
- Valid Driver's license
- Experience working with outreach events
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Ability to travel across Western/ Eastern Washington, Las Vegas and other locations as requested
- Ability to work independently
- Strong communication and listening skills

## **Preferred Skills & Qualifications:**

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

POSITION CLOSES WHEN FILLED.

Please email resume with cover letter to: Kyla  
McBride at [hr-adept@nwci.org](mailto:hr-adept@nwci.org)

Subject line: NWCI position