**General Job Description**

The South Central Minnesota Joint Apprenticeship and Training Center (SCMN JATC) provides apprenticeship training and continuing education for the electrical industry, specifically to members of IBEW Local 343. The sponsoring organizations to the SCMN JATC are the IBEW Local 343 and Minneapolis Chapter of NECA.

The position of Training Director is supervised by the SCMN JATC Committee, which is made up of equal representation from sponsoring organizations.

The Training Director is responsible for the operation and management of the SCMN JATCs standards and policies for the advancement of the program within the electrical industry. Duties and responsibilities are assigned by the Committee and include, but are not limited to:

**Responsibilities**

* Supervision and management of instructors and administrative staff.
* Administer standards and policies of the JATC.
* Manage and assist with curriculum development, lesson plans and class schedules.
* Oversee the application process for apprentices.
* Communicate with apprentices on their responsibilities as a program participant.
* Administrator of the JATC referral process, including receiving of apprentice requests from contractors, dispatch and maintaining an out-of-work list.
* Oversee apprentice on-the-job training through review of apprentice evaluations.
* Update and maintain the apprentice learning environments.
* Be an advocate for continuing education, review/develop classes for journeyworkers and promote education opportunities to our signatory employers.
* Maintain financial and statistical records of the training trust.
* Complete or delegate all required paperwork and statistical reports including communication with necessary parties such as JATC Committee, JATC staff, electrical contractors, union officials, government agencies and vendors.
* Represent the JATC at meetings, conferences, conventions, recruitment events and advisory boards.

**Qualifications**

Parties interested in the position of Training Director will possess the following qualifications:

* Knowledge of the electrical construction industry to include: Inside Wireman, Limited Energy and Residential Wireman scopes of work.
* Completion of a NECA/IBEW sponsored electrical apprenticeship program is preferred.
* Valid MN Electrical Journeyworker License and minimum of five years of work experience as a licensed person.
* Possess a valid Driver’s License.
* Organizational and leadership skills, including the ability to work with and lead a team.
* Self-starter with strong time management skills.
* Supervisory experience.
* Ability to multi-task and oversee multiple projects at once.
* Ability to handle sensitive and confidential information in an appropriate manner.
* Ability to be open to change and suggestions as circumstances evolve.
* Industry-minded without bias toward either labor or management, understanding that this is a jointly sponsored venture between IBEW Local 343 and our signatory contractors.
* Excellent verbal and written communication skills.
* Adhere to a work schedule of 46-hours per week, occasional evenings & weekends. Some travel may be required.
* Proficient computer experience to include data entry and Microsoft Suite.

**Salary and Benefits**

* To be determined in accordance to qualifications. This is a salaried position and includes full medical insurance, NEBF Pension and Local 343 retirement plan.

The selection process will consist of an evaluation of submitted resumes and interviews conducted by the JATC Committee. Interested parties should submit a resume and cover letter detailing how you meet the qualifications to:

**Training Director Search Committee:** [**343jatc@gmail.com**](mailto:343jatc@gmail.com)

**Deadline to submit resume is October 31, 2019.**

*South Central Minnesota Joint Apprenticeship & Training Committee is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.*