

## **OREGON & SOUTHERN IDAHO LABORERS-EMPLOYERS TRAINING TRUST FUND**

PORTLAND TRAINING CAMPUS: 17242 NE SACRAMENTO ST, PORTLAND, OR 97230 - Phone: 541-745-5513  
IDAHO FALLS TRAINING CENTER: 580 W. 19<sup>th</sup> STREET, IDAHO FALLS, ID 83402 - Phone: 208-542-6240

The Oregon & Southern Idaho Laborers-Employers Training Trust Fund (OSILETT) announces the opening for a full-time Apprenticeship Coordinator at our Portland, Oregon Training Center.

### **JOB DESCRIPTION: APPRENTICESHIP COORDINATOR**

**JOB SUMMARY:** The Apprenticeship Coordinator will operate under the supervision of the Training Director in accordance with the policies set forth by the Oregon Laborers JATC and in accordance with Local, State, and Federal laws. The Apprenticeship Coordinator is responsible for the recruitment and selection of new apprentice applicants in accordance with the Oregon EEO plan and program standards, conducts CCL program presentations, and acts as a liaison with the Oregon Bureau of Labor and Industries, Apprenticeship and Training Division, the Department of Labor and other public and private agencies. Works closely with the Local Union to meet workforce and industry demand for apprentices.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed with or without reasonable accommodation.

**DUTIES, RESPONSIBILITIES, AND FUNCTIONS:** The Coordinator shall disseminate program information as required by the Bureau of Labor and Industries, and conduct Construction Craft Laborers' (CCL) trade orientations for applicants in person or online.

1. The coordinator will monitor and guide the apprentices' career development progress. Regularly assessing skills and competencies acquired during the on-the-job and related training hours. The coordinator will conduct employer job site visits and apprentice bi-annual reviews.
2. The coordinator is responsible for outreach & recruitment. They will be organizing and participating in career fairs, school and Industry events, marketing, advertising, and networking. Will be conducting industry and workforce analysis to prepare for training demands and to achieve program affirmative action goals.
3. Will communicate and develop relationships with academic and vocational organizations, pre-apprenticeship programs, signatory contractors, contractor associations, Local unions, trade associations, community organizations, TERO, and State & Local agencies to enhance, promote and develop partnerships promoting the CCL Apprenticeship program.
4. Conduct all Apprentice Coordinator activities in compliance with the JATC Policies & Procedures, MA 1058 Standards.
5. Attend, organize, and conduct monthly JATC meetings, prepare required documentation as needed for new apprentice agreements, and is responsible for reporting and making recommendations regarding any needed committee actions.

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6. Establish and maintain relationships with BOLI/ATD personnel as needed for the good of the training program. Attend OSATC regularly to stay abreast of apprenticeship and industry regulations, new and existing program revisions, or submissions affecting the Oregon Laborers Standards.
7. The Apprentice Coordinator will be required to pursue professional development and other training necessary to gain the knowledge and skills required to obtain the LiUNA Apprenticeship Coordinator certification in a timely manner.

### **MINIMUM REQUIRED QUALIFICATIONS:**

- High School Diploma or equivalent.
- CCL apprenticeship credential plus 5 years of CCL journey worker experience
- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Basic computer skills
- Basic skills using technology, such as using Microsoft programs (Word, PowerPoint, Excel), Google Drive, Documents, & Sheet, and data entry.
- Comfortable using different social media platforms.
- Knowledge or ability to learn and apply the JATC policies and procedures.
- Knowledge or ability to learn and apply BOLI/ ATD standards of apprenticeship.
- Skilled in working with diverse groups and demographics.
- Ability to maintain composure when faced with demanding situations.
- Ability to multitask, organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail.
- Ability to work independently while contributing to a team environment.
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner.
- Ability to effectively identify and resolve problems and maintain strict confidentiality related to private information.
- Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes.
- Ability to establish and maintain effective working relationships with department staff, instructors, students, members, Union representatives, other departments, affiliates, and the public.

**PREFERRED QUALIFICATIONS:** Preference may be given to individuals with Construction Craft Laborer Journey Worker credentials obtained from a LiUNA Training Apprenticeship Program who have at least 5 years of journey worker level experience.

**WORK ENVIRONMENT:** Work is divided among office job duties and field or offsite settings and other locations throughout the state. Exposure to common construction safety hazards while performing job duties such as job site visits, hands-on demonstrations, or events, including but not limited to hazardous material, pneumatic, gas, diesel, electric-powered tools, and equipment.

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### **PHYSICAL REQUIREMENTS:** Essential functions of this position require:

Sitting at a desk, driving, construction site visits, typing, using telephone, computers, audio and visual equipment, manual dexterity, ability to communicate, occasionally will be lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching, and handling with varying frequencies a variety of hand and power tools, equipment, and materials.

**Heavy work:** Occasional lifting and carrying objects up to 80 pounds, occasionally lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability, and creative problem-solving skills are important

### **ASSIGNMENT:**

Full-time, salaried position, Monday-Friday, typically day shift, occasional evening, and weekend hours. Travel is required as needed throughout the State of Oregon to conduct presentations, and events or attend seminars, conferences, training, or other work-related activities.

**Work Location:** Oregon Laborers' Training Center - Portland, Oregon

**Salary:** Commensurate with experience

**Benefits:** Employer-medical, dental, and vision for employee, spouse, and/or dependents. Pension plans, vacation, sick days.

### **Application:**

Please submit your resume and letter of interest to Brenda Neri-Wong at [bneriwong@osilett.org](mailto:bneriwong@osilett.org)

This posting will be removed once the position is filled. This Position is Union.

\* Disclaimer: The above statements describe the general nature, level, and type of work performed by the CCL Apprenticeship coordinator assigned to this position. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of CCL Instructors. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights for any person or persons. OSILETT reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Oregon and Southern Idaho Laborers-Employers Training Trust will not discriminate against any applicants based on RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), SEXUAL ORIENTATION, GENETIC INFORMATION, OR BECAUSE THEY ARE AN INDIVIDUAL WITH A DISABILITY, OR A PERSON 18 YEARS OLD OR OLDER

Any offer of employment is contingent upon having proof of a valid, current, unrestricted driver's license and a copy of your DMV report will be required for business vehicle insurance eligibility purposes prior to the final offer of employment. We are bound by the Labor-Management Reporting and Disclosure Act of 1959, Section 504, which prohibits us from employing persons with certain criminal offenses in their background.