



CRATER LAKE ELECTRICAL

Joint Apprenticeship and Training Trust

Full-Time Instructor/Coordinator Job Posting

Position Title:

Pre-Apprenticeship Instructor/Coordinator (I/C)

About us:

The Crater Lake Electrical Joint Apprenticeship and Training Trust Fund was originally established in 1967. Structured as a non-profit 501(c)(3) organization, the program operates to provide for the training and education of electrical apprentices, journeymen, or other appropriate persons.

The Electrical Pre-Apprenticeship program being formed is funded, in part, from grant funds awarded by the State Apprenticeship Expansion, Equity, and Innovation Grant (see included initial announcement). Our primary partner in forming this program is the Medford School District. Other partners and supporters are the Grants Pass School District, Project Youth+, Rogue WorkForce, Oregon Tradeswomen, and Girls Build.

The Pre-Apprenticeship Instructor/Coordinator (I/C) will be integral to this new and exciting program. This program will increase the number of apprentices enrolled in registered apprenticeship programs. Entry to the program will be prioritized to ages 16-24, females, communities of color, those with barriers to employment, and other underrepresented groups. The Instructor/Coordinator will get to have the fulfilling and rewarding experience of helping people earn entry into an electrical trades career. A career that provides to the extent of being a stabilizing force for workers and their families. This will be life-changing for some.

Date Posted:

8/31/2021

Location:

Central Point, OR

Salary:

Based on experience and the IBEW Local 659 CBA for Inside Wireman

Application Instructions:

Email cover letter and resume to Lance Corley at licorley@clejatc.org by 5 PM, September 20, 2021

Position Description:

Crater Lake Electrical JATT is seeking applicants for a full-time Instructor/Coordinator position. This is a 40 hr./week, salaried job, where the primary duties will be instructing and coordinating classes for Pre-Apprentices. It is anticipated that approximately 40% of the I/C's time will be spent instructing and 60% spent coordinating and preparing. The schedule is flexible and may vary depending on the needs of participants and high schools.

The benefits package, paid at 40hrs./week, is based on the Local 659 Inside Bargaining Agreement, which includes the Cascade Pension, NEBF Pension, vacation, holidays, full family paid medical, dental, vision, and Employee Assistance Plan, and optional 401K.

Duties and Responsibilities:

- Coordinate with the Training Director on planning and developing an engaging course of study, adhering to educational best practices, and Electrical Training Alliance curriculum guidelines
- Work with the Training Director on designing and delivering individual lesson plans, using a variety of teaching techniques, to appeal to various learning styles
- Implement the Electrical Training Alliance online LMS (Learning Management System)
- Coordinate with the Training Director on designing and developing hands-on activities
- Prepare documents/handouts, equipment, class calendars, student handbooks, etc.
- Order materials and supplies as necessary
- Develop relationships with vendors to solicit donations and discounts when appropriate
- Communicating and demonstrating to participants what the trade is like and what it requires to excel at
- Record keeping and data entry of grades and relevant information, while maintaining the confidentiality of records
- Attend regular team and staff meetings, professional development workshops, and organizational events
- Assist in scheduling: classes, industry field trips, mentoring matches, career fairs and other outreach, internships, etc.
- Keep up on communication with partners and participants with effective communication approaches that proactively keep others informed (phone calls, email, videoconferences, in-person, etc.)
- Make recommendations on ways to improve the program
- Be proactive in maintaining a positive culture to strengthen the program for long-term and worthwhile success
- Develop and maintain relationships with the Pre-Apprenticeship partners, currently: Medford and Grants Pass School Districts, Project Youth+, Rogue WorkForce, Oregon Tradeswomen, Girls Build, BOLI, and HECC
- Work with the Training Director in developing and implementing assessments of student learning outcomes

Minimum Qualifications:

- Current Oregon General Journey license
- Computer proficiency at an intermediate level (MS Office Suite, email, common internet use/searches, etc.)
- Excellent people and communication skills
- Motivated self-starter with strong project and time management skills
- Good at working independently and as part of a team
- Organized, attention to detail, and strong follow-through
- Pleasant and calm demeanor and diplomatic when working with others
- Trustworthy and ethical
- Ability to maintain objectivity and be fair and equitable
- Quick learner regarding systems, processes, and procedures
- Demonstrated experience at instructing, utilizing a variety of teaching techniques
- Find joy in working with and helping students achieve their best
- Strong convictions concerning the electrical industry and its needs
- Strong math skills
- Knowledge of industry safety standards
- Comfortable/competent presenting to groups of people

Preferred Qualifications:

- Familiarity with the Electrical Training Alliance (formerly NJATC) curriculum
- Recent apprenticeship instructing

Equal Opportunity Employer:

The Crater Lake Electrical JATC is an Equal Opportunity/Affirmative Action employer and participates in a Drug-Free Workplace Program. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, characteristics, protected veteran status, or other protected classifications per federal law.