



**APPRENTICESHIP SERVICES COORDINATOR (ASC)
Student Enrollment and Support Services**

Organization: Aerospace Joint Apprenticeship Committee (AJAC)

Location: 6770 E. Marginal Way South Bldg. A-106 Seattle, WA 98108

Position Type: Full-Time

Salary: \$42,000 - \$45,000 (Depending on Experience), plus an industry leading competitive compensation package including: employer-contributed 401k, medical, dental, vision, sick and vacation leave, and long/short term disability.

Application Deadline: Open Until Filled

Supervisor: Administrative & Database Manager (ADM)

Job Description:

The Apprenticeship Services Coordinator (ASC) will report directly to the Administrative & Database Manager (ADM). This position is intended to support all aspects relating to AJAC apprenticeship services including the administrative operations of maintaining the pool of eligible apprentice candidates, intake, the tracking, enrollment, registration and retention of apprentices, as well as providing direct apprentice and related employer support services. This position will implement processes, procedures, and documentation for designated apprentice program components.

At the direction of the ADM, the ASA will develop courses of action to ensure apprentice compliance with Registered Apprenticeship Standards pertaining to apprenticeship and other relevant programs. The ASA may be asked to assist in further components of the larger aerospace apprenticeship program, including coordination with Labor and Industries, SBCTC, Training Agents (TAs) and colleges.

It is the mission of AMJTC that the recruitment, selection, employment and training of employees shall be without discrimination based on race, color, religion, gender, sexual orientation, age, or national origin. This position, along with others in AMJTC, is responsible for the recruitment and retention of female and minority apprentices into the program as well as safe operations of all AMJTC and AJAC activities.

The ASA must be willing to travel and work evenings and weekends as required. This position requires a valid WA State driver's license, insurance and use of a vehicle.

The ideal candidate will have:

- Demonstrated strong communication skills;
- Strong ability to manage, prioritize, organize, and problem solve multiple tasks and projects;
- Outstanding organizational and communication skills;
- Exceptional attention to detail, be thorough and demonstrate complete follow-through in the execution of the program development strategy;
- Ability to identify, troubleshoot and resolve issues and barriers to apprentice success;
- Ability to handle company, employer and apprentice information confidentially;
- Demonstrated professional appearance and demeanor;
- Demonstrated ability to apply advising techniques and provide exceptional customer service;
- Demonstrated discipline in personal time management, self-motivation, accountability and responsibility for the performance of the program development team;
- A high level of technological proficiency with strong data analysis and presentation skills;
- Ability to work well under stressful situations and deadlines;
- Entrepreneurial vision that quickly recognizes an opportunity and a sense of urgency and timing in building relationships and programs that advances the mission and long term vision of the AMJTC;
- Innovative vision that recognizes how to develop and manage programs for continuous improvement.
- Ability to work closely with colleges, agencies, and employers to fulfill the apprenticeship program requirements.

Minimum and Preferred Qualifications:

Associate degree in business, public administration, social work human resources, or related field and three to five years relevant work experience or a combination of education and experience:

- Database experience, including Microsoft Excel and relational databases such as Microsoft Access;
- Knowledge and experience working with apprenticeship and/or college workforce education programs, admissions, or student affairs;
- Experience in administratively supporting a training program;
- Experience with program compliance with state agencies;
- Valid Washington State driver's license.

How to Apply:

Required application documents: To be considered for this position, the following information must be submitted to employment@ajactraining.org by the application deadline. Reference Apprenticeship Services Coordinator in the subject line.

- Cover Letter
- Resume
- Three Professional References

About AJAC:

Washington State funded the creation of the Aerospace Joint Apprenticeship Committee (AJAC) in 2008 to address the estimated 5,000 vacancies projected in aerospace careers over the next 10 years. AJAC is a statewide, nonprofit 501(c)(3) aerospace and advanced manufacturing registered apprenticeship program. AJAC partners with eight WA state community colleges and over 200 local manufacturing employers to provide apprenticeship training to nearly 400 apprentices across the state. Over the past seven years, AJAC and its advisory committee have developed and implemented the following registered apprenticeship programs based on employer and industry need:

- Machinist (Aircraft-Oriented)
- Precision Metal Fabricator
- Tool and Die Maker
- Industrial Maintenance Technician
- Plastic Process Technician
- Production Technician (Youth)

In addition to apprenticeship, AJAC runs a growing number of 10-week (400 hour) pre-apprenticeship programs targeting individuals who are unemployed, displaced homemakers, or low wage workers looking to transition into the skilled trades. These "Manufacturing Academies" offer participants intensive soft and hard skill development tailored for entry level employment in manufacturing occupations. The program is credit bearing and results in a stackable short term certificate from a host community college. The Manufacturing Academy has grown to deliver 8 programs graduating 120 participants each year between South Seattle (in partnership with South Seattle Community College) and downtown Tacoma (in partnership with Bates Technical College). Programs are co-sponsored by local Workforce Development Councils.

AJAC also manages a portfolio of other short term training, community outreach, and public education services. As a part of our vision and mission, we have articulated a larger commitment to a vital manufacturing workforce that is responsive to labor market demand and our state's economic vitality. Through onsite and online training, outreach events spanning p-20, and through the use of our state of the art Mobile Training Unit we are able to build awareness among thousands of students, educators, employers and policy makers each year.

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