



Title: Apprenticeship Services Coordinator

Organization: Aerospace Machinist Joint Training Committee (AMJTC)

Location Address: 6770 E. Marginal Way S., Bldg. A106, Seattle WA, 98108

Position Type: Full-Time

Salary: Candidates will be offered an industry leading competitive compensation package based on experience

Organization Description:

The Aerospace Machinist Joint Training Committee (AMJTC) is a state-funded, non-profit organization whose purpose is to support the Aerospace Joint Apprenticeship Committee (AJAC) in developing and maintaining aerospace and advanced manufacturing apprenticeship programs across Washington State. The AJAC mission is to develop innovative and industry driven apprenticeship programs to transfer the knowledge and skills of the most highly trained craftspeople in industry to the next generation of the workforce ensuring the art of the skilled trades is not lost and to keep the aerospace industry thriving in Washington State.

The AMJTC is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to employment applicants and employees without regard to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of any disability, or veteran.

Job Description:

The Apprenticeship Services Coordinator is responsible for the implementation and coordination of all aspects relating to Aerospace Joint Apprenticeship Committee (AJAC) apprenticeship support services, including the administrative operations of maintaining the pool of eligible apprentice candidates, as well as the intake, tracking, enrollment, registration, and retention of apprentices. The Apprenticeship Services Coordinator ensures apprentice compliance with the WA State Registered AJAC Apprenticeship Standards. This position requires close coordination and communication with AJAC Staff, Registered Training Agents, Program Developers, Apprentices and partnering agencies. The Apprenticeship Services Coordinator will implement, maintain and execute processes, procedures, and documentation for designated apprenticeship program components. The Apprenticeship Services Coordinator must have exceptional data tracking, MS Office, and technological skills, as well as a high level of communication and coordination abilities. This position reports to the Director of Apprenticeship.

[View full job description](#)

Desired Knowledge, Experience, and Skills:

- Demonstrated strong leadership and communication skills with minimum of three to five years of relevant work experience in data management and working with large groups of diverse people;
- Exceptional ability to manage, prioritize, organize, and problem solve multiple tasks and projects;
- Knowledge and experience working with apprenticeship, workforce education programs, admissions, or student affairs;
- Outstanding organizational skills;
- Experience coordinating training programs;
- Ability to work under pressure with multiple situations and deadlines;
- Exceptional attention to detail, demonstrating complete follow-through in the execution of the apprenticeship program development strategy;
- Ability to handle company, Training Agent and Apprentice information confidentially;
- Demonstrated discipline in personal time management, self-motivation, accountability and responsibility for the performance of the apprenticeship program development team;
- Demonstrated professional social skills, appearance and demeanor;
- Strong database, data analysis and presentation skills;
- Project management experience and/or certification;
- Entrepreneurial vision and ability to build relationships that further the vision and mission of the apprenticeship programs;
- Ability to continuously improve programs;
- Bachelor's degree required.

Application Deadline: Wednesday, October 7th, 2015

[View full job description](#)

Required application documents: To be considered for this position, the following information must be submitted to employment@ajactraining.org or the below mailing address by the application deadline.

Reference **Apprenticeship Services Coordinator** in the subject line.

- Cover Letter
- Resume
- Three Professional References

Mailing Address:

AMJTC

Attn: Administrative Services

PO Box 80727

Seattle, WA 98108