



Program Manager – Instruction

Organization: Aerospace Machinist Joint Training Committee (AMJTC)

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

Position Type: Full-Time

Application Deadline: November 4, 2016

Salary: \$55,000 - \$62,000 (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.

Supervisor: Director of Apprenticeship

Job Description:

The Program Manager –Instruction will have direct reporting relationship with the Director of Apprenticeship (DA). Under general supervision, the Program Manager designs, develops, implements and maintains apprenticeship instructional programs. This position requires the skillful hiring, mentoring and supervision of part time instructors who deliver training at locations state-wide. This is a three year grant funded position with the potential of transitioning into a permanent full time position after the life of the grant.

Typical Work:

- Develop recommendations regarding course design, occupational focus, and instruction delivery options.
- Design and develop learning strategies, educational policies, and standards. Define instructional delivery and learning objectives.
- Collaborate with employers and Subject Matter Experts (SMEs) to develop and revise new and current instructional programs and identify key program elements based on required occupational knowledge, skills and abilities.
- Align AJAC apprenticeship instructional courses with college programs and degree opportunities.
- Work with AJAC committee and leadership team in developing new apprenticeship instructional programs.
- Identify, interview, hire, train and support instructors, SMEs and curriculum developers.

- Observe and provide feedback on instructional techniques and presentation methods for instructors.
- Teach instructors, as needed, to use instructional technology or to integrate technology with teaching.
- Analyze performance data to determine effectiveness of instructors, courses, or instructional materials.
- Communicate with Training Agents (TAs) regarding programs and curriculum;
- Attend meetings and/or conferences as the program representative; develop and make public presentations on curriculum and instruction.
- Enhance AMJTC and AJAC reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments;
- Develop and maintain professional and technical knowledge by attending relevant educational workshops; reviewing relevant professional publications; participating in professional societies; establishing personal networks;
- Contribute to AJAC team effort and success by accomplishing related tasks as needed;
- Perform other duties as assigned.

Minimum and Preferred Qualifications:

- Demonstrated project management experience ;
- Demonstrated instructional supervision, mentoring, and coaching experience;
- Knowledge and experience of the aerospace and manufacturing industry;
- Demonstrated experience in instruction and curriculum design;
- Demonstrated professional appearance and demeanor;
- Outstanding organizational and communication skills;
- Strong ability to manage/prioritize/organize multiple tasks and projects;
- Demonstrated discipline in personal time management, self-motivation, accountability and responsibility for the performance of the program development team;
- Strong data analysis and presentation skills.
- Knowledge of apprenticeship programs

Required application documents: To be considered for this position, the following information must be submitted to employment@ajactraining.org by the application deadline. Reference Program Manager Curriculum and Instruction in the subject line.

- Cover Letter
- Resume
- Three Professional References

It is the mission of AJAC that the training of apprentices shall be without discrimination based on race, sex, color, religion, national origin, age, disability, veteran status, sexual orientation, gender identity or as otherwise specified by law. AJAC also encourages women, minorities and veterans to apply with their employer.

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)
- Aircraft Mechanic Airframe
- Precision Metal Fabricator
- Tool and Die Maker
- Industrial Maintenance Technician
- Plastic Process Technician

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 Mobil Training Unit we are able to build awareness among thousands of students, educators, employers and policy makers each year.