

Regional Program Manager– Full Time, Short Term

Job Title: Regional Program Manager

Organization: Aerospace Joint Apprenticeship Committee (AJAC)

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

Position Type: Full Time, 12-month guaranteed funding (will continue if future funding is renewed, secured, or new grant funding becomes available)

Compensation: Annual salary range \$55,000 - \$60,000 DOE with benefits

Travel Required: This position requires some travel throughout WA State. The individual in this position will work at a remote location outside of AJAC's main office (located within assigned service region). Details of this working arrangement will be discussed at time of hire.

Required Experience:

- Four years of experience in a related field
- Proficiency in MS Word and Excel

Who We Are: The Aerospace Joint Apprenticeship Committee (AJAC) is a statewide non-profit organization with offices in south Seattle, Kent, and Spokane. We are an industry-driven apprenticeship organization, founded on the belief that mastery occurs on the job. Through pre-apprenticeship, youth apprenticeship and adult apprenticeship, all people have the opportunity to earn competitive wages, find meaningful and fulfilling work, and pursue lifelong learning. The organization annually serves 280+ manufacturing employers, 400+ apprentices (including 100 high school juniors and seniors), and nearly 270 pre-apprentices. We have a small staff of entrepreneurial, smart and motivated team members – this work is fast and dynamic but also rewarding and highly collaborative.

About this Job: We are seeking an innovative and experienced curriculum developer to research and develop curriculum for new and existing AJAC apprenticeship programs. This is a full time, short-term position that may lead to more curriculum development in the future.

Some key duties of this position include:

- Responsible for managing programs across Yakima, Grant, and Clark counties ensuring programs are delivered in accordance to AJAC standards, policies and procedures, contracted obligations and within funding budgets;
- Manage the student recruitment process
- Coordinate program operations to include program scheduling, ordering/delivery of program materials and equipment, student enrollment, tours, safety, and other administrative tasks related to high quality program delivery;
- Collect and review student applications for dissemination to prospective employers
- Develop business contacts and build relationships with employers to understand workforce needs, occupational needs, and understand

Qualifications:

- Demonstrated experience developing effective business engagement
- Four years in a related field or commensurate experience
- Ability to self-manage and prioritize project deliverables and reliably meet project deadlines
- Demonstrated knowledge of best practices in student recruitment, employer engagement, and working with local colleges, workforce development councils, and school districts
- Strong facilitation skills
- Strong written, presentation, and interpersonal communication skills
- Ability to develop business contacts and build relationships with employers to understand workforce needs, occupational needs, and understand
- Proactive, collaborative, and flexible.

Preferred Qualifications:

- Ideal candidates would have a background in career and technical education counseling or business development and employer outreach experience
- Knowledge of advanced manufacturing, food production, & apprenticeship programming
- Background in STEM-related fields or adult workforce training

How to Apply: Please send your resume and letter of interest to instructors@ajactraining.org. Please include “Regional Program Manager– Full Time” in the subject line.

Deadline to Apply: Open until fill, with priority given to submissions received by October 21th, 2019.

Equal Opportunity Employer: AJAC is an Equal Opportunity Employer. All decisions concerning employment will be made without regard to age, race, ethnicity, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, citizenship status, veteran status, the presence of any physical or mental disability, or any other status or characteristic protected by federal, state, or local law.