



Communication Instructor – Part Time

Job Title: Communication in the Workplace – Part Time Instructor

Organization: Aerospace Joint Apprenticeship Committee (AJAC)

Location Address: Kent, WA

Position Type: Part-Time | 50 hours over 1 quarter

Compensation: \$39.00/Hour

Travel Required: This position requires travel one to two nights a week during the course of the quarter.

Required Experience: Master's degree in Communication or related field or Equivalent Experience

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 300+ 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 Instructor to teach one to two *Communication in the Workplace* courses this fall quarter to our Industrial Manufacturing Technician adult apprentices. The instructor will have the opportunity will develop content with collaboration from AJAC staff and Subject Matter Experts.

Some key duties of this position include:

- Teach foundational communication concepts for the workplace to apprentices
- Effectively teach and assess adult learners with diverse backgrounds and needs
- Use our online system to report apprentice attendance and progress on a weekly basis
- Create an inclusive classroom environment
- Establish guidelines and manage conduct of students as appropriate for the classroom
- Communicate with AJAC Staff about student progress
- Participate in instructor training and curriculum development meetings
- Perform other duties assigned

Qualifications:

- Experience developing curriculum both independently and collaboratively
- Expertise in the communication field
- Demonstrated excellence in teaching and facilitation
- Experience working with culturally diverse student populations



- Demonstrated commitment to diversity, equity, and inclusion
- Excellent communication skills

Preferred Qualifications:

- Prior experience teaching or mentoring in a college, technical, or vocational environment
- Current first aid and CPR certification

How to Apply: Please send your resume and letter of interest to employment@ajactraining.org. Please include "Communication Instructor" in the subject line.

Deadline to Apply: Open Until Filled

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.