

WISCONSIN NECA-IBEW APPRENTICESHIP & TRAINING EMPLOYMENT OPPORTUNITY

Position Available: Coordinator/Training Director (Statewide)

Desirable Qualifications: The selected individual should be knowledgeable in all aspects of the Electrical Construction Industry and Electrical Construction Apprenticeship Programs.

Consideration will be given to all candidates, although having trade experience as either a Journeyworker Electrician or an Electrical Contractor with experience working with local Joint Apprenticeship and Training Committees is preferred.

Applicants should have a working knowledge of US Department of Labor, and Wisconsin Department of Workforce Development/Bureau of Apprenticeship Standards statutory language, administrative rules and regulations regarding the administration and governance of apprenticeship programs.

Applicants should be knowledgeable of non-profit trust fund administration and the requirements and laws applicable to Jointly Managed Training Trust Funds (i.e., ERISA, Federal/State IRS and DOL regulations).

The ideal candidate will be a detail-oriented individual with strong time-management skills. One who has the ability to work effectively and collaboratively in team environments consisting of labor, management, governmental, educational, and community representatives. The position requires strong organizational skills and abilities. The candidate must have the ability to communicate clearly and accurately both written and verbal. Working knowledge of computers, multimedia formats, software applications, and office environments is a plus.

Job Description: Provide professional direction and support to Joint Apprenticeship and Training Committees and local Training Trust Funds in eight separate jurisdictions throughout the state.

Duties often include - participating and directing the coordination and development of effective workforce training and recruitment strategies. Advising JATCs on all committee operations necessary to maintain conformity. Acting as a liaison between local JATCs and all training partners including the Wisconsin Technical College System and individual technical college districts. Maintaining communication with local unions, employers, journeyworker electricians, apprentices, applicants, and state/national agencies. Monitoring, recording, and reporting all activities of local training committees.

Trust Fund Administrator of local Training Trust Funds. Being responsible for the preparation, maintenance and presentation of financial statements, annual audits, budgets, IRS required filings, investments, and expenditures. Monitoring, recording, and reporting all activities of local training trust funds.

Substantial statewide travel with occasional overnights required. Vehicle provided with the position.

Compensation: Salary, with full benefit package, will be commensurate with knowledge, skills, abilities, qualifications, and experience. The opportunity requires residency in the Madison Metropolitan area, or the willingness to relocate to the area.

Applications accepted until **March 18, 2016**. Submit resume, cover letter, and documentation to:

**Coordinator Search Committee c/o Clay Tschillard
NECA-IBEW Apprenticeship & Training
2730 Dairy Drive, Suite 102
Madison, WI 53718
608.221.3321
neca-ibew@wijatc.org**

A joint endeavor of Wisconsin Chapter NECA and IBEW Local Unions 14, 127, 158, 159, 388, 430, 577, & 890
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