



## **OREGON & SOUTHERN IDAHO LABORERS-EMPLOYERS TRAINING TRUST FUND**

PORTLAND TRAINING CAMPUS: 17242 NE SACRAMENTO ST, PORTLAND, OR 97230 - Phone: 541-745-5513  
IDAHO FALLS TRAINING CENTER: 580 W. 15. STREET, IDAHO FALLS, ID 83402 - Phone: 208-542-6240  
[apprenticeship@osiaborerstraining.org](mailto:apprenticeship@osiaborerstraining.org)

The Oregon & Southern Idaho Laborers-Employers Training Trust Fund (OSILETT) announces the opening for a full-time Apprenticeship Coordinator at our Portland, Oregon Training Center. OSILETT is seeking talented, energetic, member-centered applicants to help provide current and future training opportunities while supporting the highest training standards in the Construction Industry.

### **JOB DESCRIPTION: APPRENTICESHIP COORDINATOR**

**JOB SUMMARY:** The Apprenticeship Coordinator will operate under the supervision of the Training Director in accordance with the policies set forth by the Board of Trustees and in accordance with Local, State, and Federal laws. The Apprenticeship coordinator is responsible for ensuring outreach and recruitment of apprentice applicants.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed with or without reasonable accommodations.

**DUTIES, RESPONSIBILITIES, AND FUNCTIONS:** The coordinator shall provide program information and conduct orientations to new recruits, scheduling of apprentice required related training, review apprentice progress at least bi-annually as required per apprenticeship standards, as well as provide corrective action to non-compliant apprentices.

1. The coordinator will monitor the apprentices' career development progress, including assessing competencies in required on-the-job and related training hours. They shall work closely with the Local Union and employers with the "best interest" of the apprentice in mind.
2. Apprentice coordinators are expected to pursue professional development and other educational requirements as necessary per job description responsibilities. Travel may be required.
3. Responsible for outreach & recruitment
  - a. Shall be actively involved in outreach events such as job/career fairs, school events to achieve outreach & recruitment goals.
4. Communicate and develop relationships with academic and vocational organizations, pre-apprenticeship programs, signatory contractors, contractor associations, Local Union, trade associations, community organizations, TERO and State & Local agencies.
5. Conduct all Apprentice Coordinator activities in compliance with the JATC Policies & Procedures, MA 1058 Standards.
6. Attend, organize, and prepare required documentation for monthly JATC meetings. Responsible for reporting and making program recommendations regarding any needed committee actions.



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7. Review the Apprentice agreements and documentation for compliance and completion.
8. Establish and maintain relationships with BOLI/ATD personnel as needed for the good of the training program. Attend OSATC regularly to stay abreast of apprenticeship and industry regulations, new and existing program revision or submissions affecting the Oregon Laborers Standards.

### **MINIMUM REQUIRED QUALIFICATIONS:** High School Diploma or equivalent.

- Ten years CCL Journey level work experience or 5 years with apprenticeship credentials
- Excellent organizational and time management skills
- Excellent oral and written communication skills
- Basic computer skills
- Knowledgeable in technology skills, such as using Microsoft programs (Word, PowerPoint, Excel), Google Drive, Documents, & Sheet, and data entry.
- Comfortable using different social media platforms.

A combination of apprenticeship credentials and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered. (CCL apprenticeship graduate and 5 years journeyman experience)

- Knowledge of/or ability to learn and apply the JATC policies and procedures
- Knowledge of/or ability to learn and apply BOLI/ ATD standards of apprenticeship
- Skilled in working with a culturally and ethnically diverse group demographic
- Ability to maintain composure when faced with difficult situations
- Ability to multitask, organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
- Ability to work independently while contributing to a team environment
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
- Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
- Ability to analyze problems, identifies solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain effective working relationships with department staff, instructors, students, members, Union representatives, other departments, affiliates, and the public.

**PREFERRED QUALIFICATIONS:** Preference may be given to individuals with Construction Craft Laborer Journeyman credentials obtained from a LiUNA Training Apprenticeship Program who have at least 5 years of journeyman level experience.

**WORK ENVIRONMENT:** Work is divided among office job duties and field or offsite settings and other locations throughout the state. Exposure to common construction safety hazards while performing job



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duties such as hands-on demonstrations or events, including but not limited to hazardous material, pneumatic, gas, diesel, electric powered tools, and equipment.

### **PHYSICAL REQUIREMENTS:** Essential functions of this position require:

Sitting at a desk, driving, construction site visits, typing, using telephone, computers, audio and visual equipment, manual dexterity, ability to communicate, occasionally will be lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching, and handling with varying frequencies a variety of hand and power tools, equipment and materials.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, occasionally lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds. Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability, and creative problem-solving skills are important

### **ASSIGNMENT:**

Full time, salaried position, Monday-Friday, typical day shift, occasional evening, and weekend hours. Travel is required as needed throughout the State of Oregon and periodically out of state travel may be required to attend seminars, conferences, training, or other work-related events.

**Work Location:** Oregon Laborers' Training Center - Portland, Oregon

**Salary:** Commensurate with experience

**Benefits:** Employer-medical, dental and vision for employee, spouse, and or dependents. Pension plans, vacation, sick days.

### **Application:**

Submit Resume and cover letter to Training Director, Aida Aranda, at [aaranda@osilett.org](mailto:aaranda@osilett.org)

Open until filled

Position is Union

\* Disclaimer: The above statements describe the general nature, level, and type of work performed by the CCL Apprenticeship coordinator assigned to this position. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of CCL Instructors. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or person. OSILETT reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

"We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, age, or disability status