



TRAINING MANAGER

NORTHWEST WALL &
CEILING CONTRACTORS
ASSOCIATION



FOUNDED: 1984
BUDGET: ~\$2M

LOCATION:
Eastlake/Seattle

REPORTS TO:
Executive Director

SALARY RANGE:
DOE

**To learn more
about the NWCCA,
please visit their
website [here](#).**



The Organization

Incorporated in 1984 and established as a trade organization to promote the welfare of the wall and ceiling industry and bring about wider public recognition and acceptance of the industry, the Northwest Wall & Ceiling Contractors Association (NWCCA) is a non-profit trade association of union wall and ceiling contractors. The NWCCA's mission is to provide exceptional member services, harmonious labor relations through unified employer representation, and the advancement of industry standards to empower and strengthen union signatory wall and ceiling contractors' businesses.

The NWCCA is funded through monetary contributions of participating members, is administered by the ED of the NWCCA, and governed by a Board of Directors.

Revenues for the organization are projected to be \$2.2m in 2018 with increases in contribution rates and the introduction of a new funding mechanism for the Carpenter Training Program. The NWCCA's direct services to members include unified representation in labor relations and coordinated collective bargaining, cost reimbursement for participation in the Drug-Free Card Program, and financial support of the Northwest Wall & Ceiling Bureau (NWCB) which provides technical consultation, advocacy, industry marketing, promotions, education, training, and networking programs.



The Position

The NWCCA desires to maintain a regular body of highly trained union carpenters who possess the skills and knowledge necessary to serve projects, maintain the reputation of the profession, and demonstrate the value of their membership. In 2017, the NWCCA initiated a Carpenter Training Program (CTP) with the long-term vision of providing an industry-leading training program, supported by members and heavily used by carpenters, that maintains the professional reputation of NWCCA member firms.

A newly created position, the Training Manager will provide overall leadership of the program including, but not limited to:

- Identifying quality training programs for CTP program inclusion.
- Developing NWCCA in-house CTP training courses/curriculum.
- Marketing the CTP program to NWCCA members.
- Assessing the current and future training needs of the NWCCA members.
- Assessing the instructional effectiveness of CTP courses and impact on carpenter skills.
- Developing and maintaining an on-going training calendar.
- Building relationships with outside training organizations (AGC, local community colleges) to procure and develop regular and tailored programming.
- Facilitating certification requirements with CTP leadership and managing recertification as needed.
- Maintaining the on-line CTP course catalog.
- Gathering course evaluations and publishing feedback for all CTP courses
- Maintaining CTP training database and training records.
- Attending trainings and monitoring program quality.
- Interacting regularly with the CTP committee.
- Communicating with member firms regarding their CTP funds.
- Processing approvals and reimbursement requests.



Opportunities for Impact

- In the very short term, the new Training Manager must quickly get up to speed on the day to day operations of the Training Program with an eye on taking over leadership as soon as is practical. This also includes forming positive, productive working relationships with the Executive Director, member companies, the Carpenter Training Program Committee, current vendors, and other stakeholders.
- The CTP has been in place for a relatively short period of time, but has already delivered about 50 trainings with nearly half of the member companies participating. The new Training Manager will be responsible for conducting a needs assessment then establishing a calendar for future trainings based on the results. This will include identifying new training vendors and partners, developing in-house curriculum, and establishing an evaluation process.
- The new Training Manager will work closely with the Northwest Wall & Ceiling Bureau to coordinate training delivery in order to leverage and maximize resources for the mutual benefit of all parties.

Qualifications

A Bachelor's Degree in education, business, curriculum design, industrial/organizational psychology, or related field is preferred. The competitive candidate will have extensive experience with curriculum development, design, and implementation, as well as experience managing, leading, and coordinating program implementation and evaluation.

The ideal candidate possesses excellent oral and written communication skills, as well as experience with database management, conducting training, and delivering group instruction. He or she must be proficient in Microsoft Office products and asset management software, and demonstrate a strong customer service orientation. Finally, familiarity with general construction, field experience in construction, and the ability to speak more than one language are highly desirable skills.

To Apply

The NWCCA is an equal opportunity employer. The NWCCA makes employment decisions (e.g., hiring, compensation, promotion, termination, etc.) without regard to an applicant's or employee's age, sex, marital status, sexual orientation, race, color, national origin, creed, religion, disability, veteran status, or any other category protected by federal, state, or local law.

Employment with the NWCCA is at-will, meaning that either NWCCA or the employee may terminate employment with or without notice, and with or without cause. Nothing in this job description or any policy guarantees employment under any particular terms or for any specific period of time. No oral representation will supersede or alter the at-will employment relationship.

For immediate consideration, please send a cover letter of no more than two pages and a resume to Mr. Ed Rogan, Principal Consultant, Square Two Consulting at ed@sqr-2.com. You may direct your questions to Mr. Rogan via email or by calling 206.697.8428.