
Local 1588 Carpenters Union

24 Cossitt Heights Drive
Sydney, NS B1P 7E8
(902) 562-5130

Program Coordinator

Closing Date to apply is Friday, August 19 at 4:00PM

Job is open to Local 1588 members only.

OVERVIEW

Our Training Center provides training and opportunities for individuals across Cape Breton Island. You will be responsible for coordinating and managing all aspects of Training Courses, Schedules, Administration, Federal and Government Funding, Payroll and other duties assigned as part of running and maintaining the Training Center. This job is a fulltime, salaried, term position complete with pension and benefits. This job does not fall under the Trade Collective Agreement for Local 1588.

EDUCATION AND EXPERIENCE

High School or GED

AND

Office Administration or Secretarial Degree/Diploma from a recognized post-secondary institution.

OR

A combination of equivalent education, job-related training, and work experience in a related position.

QUALIFICATIONS

- Advanced use of Microsoft Office (Excel, Word, Power Point, Outlook).
- Superior organizational skills and time management skills with a demonstrated ability to organize, prioritize, and multi-task.
- Strong interpersonal skills with the ability to engage with all levels of stakeholders

-
- Ability to work in a team environment, as well as independently.
 - Detailed orientated.
 - Ability to travel domestically and internationally
 - Minimum 5 years of administrative experience in an administrative role.
 - Demonstrated professionalism and discretion
 - Excellent verbal and written communication skills
 - Strong analytical skills
 - Strong interpersonal skills and the ability to build effective relationships
 - Ability to meet challenging deadlines

JOB DESCRIPTION

Weekly student schedule

Safety schedule

Registration for ITC TTT for our Instructors

Maintaining Instructor Safety Certificates

Registration for members at the ITC as per Union Representatives

Rental of equipment

Booking Hotels

TRAIN database

Assisting members with Training Needs

Dealing with the Apprenticeship Board (Class Calls, dates for students to come in etc.)

Ordering Books both Nationally and Internationally

Proposals

Contract Training

Working closely with Director with regards to operations of the college

Tracking staff holidays

Student Registration

Assisting with Interviews

Dealing with Funding Agents

Dealing with students

Emails

Phone Calls

Some levels of decision making (when Director is unavailable)

Policies and Procedures of CMC

Canadian Conference

Rigging Single Point of Contact (SPOC)

Administration (answering phones, faxes, photocopying etc.)

Accreditation for Carpentry and Millwright

Annual Maintenance (Government) Carpentry and Millwright
Scheduling Journeyperson Upgrades for Scaffolding
Approving when a member is eligible to challenge the Journeyperson Scaffolding
Rate increases for Carpentry members
Overseeing outstanding balances for students
Mail (Open and disbursing to the right persons)
Invoicing
Working closely with all staff making sure they are all up to date with their training and materials required for classes
Priority to members and students as they can reach you by cell or email at any time
Expense Reports
Reports for Director
Reports for Regional Manager (as requested)
WRAP
Helping members complete courses online and through Carpenters International Website (i.e. Covid Preparedness, ICRA, Buildforce etc.)
Approving Purchase Orders with Regional Manager
Duties as assigned by the Regional Manager

**PLEASE FORWARD YOUR RESUME AND COVER LETTER TO
JWILSON@ACRC.CA. APPLICATIONS CAN ALSO BE RECEIVED AT
THE OFFICE, 24 Cossitt Heights Drive, Sydney NS.**