

## **Training Coordinator PHCC Los Angeles –**

### **Job Summary**

Responsibilities include: Developing, overseeing and managing the day-to-day operations of all educational programs, curricula, all school documents and student services for the school. Oversee all school departments. **MUST HAVE EXPERIENCE IN THE CONSTRUCTION INDUSTRY.**

### **Responsibilities and Duties**

- Responsible for the overall delivery and execution of the Training program, ensuring all vocational program services provided are focused on the specific needs of the industry and individuals served.
- Develops and monitors the annual budget to include all vocational program revenues and expenses.
- Develops and administers programs, procedures, and guidelines to help align the training program with the strategic goals of the Association. Formulates and recommends policies and objectives for the company with regard to the client needs.
- Responsible for the recruitment, vetting, and on boarding of all new vocational clients, ensuring compliance with all local and national requirements.
- Develops ways to attract new clients to our training program through collaboration with local contractors, high schools, Veterans Programs, unemployment offices and the community at large.
- Establishes a positive relationship with staff, clients and vendors.
- Oversee a state-wide competition. e. acquiring donations of materials, prizes, competitors, set up and dismantle competition.
- Remodel labs as necessary for training program.
- Creates, maintains, and audits compliant training records and files.
- Plans training Prep courses of study with curriculum specialists, member representatives, Executive Director and staff to develop, improve, implement and fund new courses of study.
- Responsible for training staff development and evaluations.
- Develops training program 3-year strategic plans, budget requests and Federal/State grants applications.
- Obtains financial and equipment donations from local industry.
- Conducts presentations, prepares performance reports and news releases for the training program.
- Obtains funding and directs the development of the training program career guidance materials (web pages, videos, DVD, brochures) for students, parents, counselors.
- Performs other related work as required.

### **Qualifications and Skills**

- Bachelor's Degree in education, Career and Technical Education, counseling or a related field, and Technical Education Director certification and 5 years of experience in; or any equivalent combination of training and experience which provide the required knowledge, skills, experience and abilities. Ten to Fifteen years of experience preferred.
- Positive attitude toward working with a diverse population.
- Proficiency in all Microsoft programs; Excel, Word, PowerPoint, Publisher.
- Valid driver's license, reliable vehicle, and up-to-date vehicle insurance.

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, modems, fork lift, trade tools, trade materials etc. Must be able to exert up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise

move objects. Physical requirements are consistent with those for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of date, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, invoices, software documentation, periodicals, lists, etc. Requires the ability to prepare correspondence, reports, forms, purchase requisitions, user instructions, etc., using prescribed format.

**Intelligence:** Required the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including plumbing and HVAC terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials and to apply the theories of algebra and statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** requires the ability to coordinate hands and eyes rapidly and accurately in performing data entry.

**Manual Dexterity:** requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear; (Talking; expressing or exchanging ideas by means of spoken words. Hearing; perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Required Competencies:** Business Acumen; Management experience; Strategic Thinking; Problem solving/analysis; Financial Management; Customer/Client focus; Experience in the construction trades, General knowledge of common software applications, considerable knowledge of the current literature, trends and developments in the field

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Salary: Based on experience

Job Type: Full-Time

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Required experience:

- education, career and technical education: 5 years
- Construction: 8 years

Required education:

- Bachelor's Degree preferred, however candidates with necessary experience are encouraged to apply.

Required language:

- English