

AWT Adult Program Coordinator Job Description

Job Title:	Adult Program Coordinator	Job Category:	Non-profit
Location:	AWT Foundation 8980 Tyler Blvd Mentor, OH 44060	Travel Required:	Within Lake, Geauga, & Ashtabula County on occasion
Level/Salary Range:	Commensurate with Experience	Position Type:	Full-time (40 hrs/week) Long Term Position
Reports To	Assistant Director of Programming	Date Posted:	6/17/2024

The AWT Adult Program Coordinator will be responsible for the leadership, administration, organization, and marketing of all AWT adult professional educational programs. This position will organize, schedule, and oversee adult programs, collect and maintain required documentation for apprenticeship reporting, Ohio TechCred, and Department of Labor and State of Ohio Apprenticeship Standards. A key responsibility of this position is grant reporting on funding for adult educational programs. The ideal candidate is organized, has strong interpersonal skills, is comfortable leading groups of people through programs, is experienced in grant reporting, program facilitation, career and technical education, and/or work-based learning.

Key Responsibilities: AWT Apprenticeship & Adult Training Program Administration

- Maintain a good working relationship with manufacturing companies participating or interested in the program.
- Work with the Assistant Director of Programming to properly align the marketing of adult educational programs
- Lead the AWT WorkAdvance Program, manage participant registration, schedule guest speakers, secure supplies, and record results for reporting to various funding sources.
- Track all apprenticeship documents (application, related instructor hours, on-the-job training hours, course enrollment, progress, and completion)
- Maintain communication with manufacturers, apprentices, and instructors on the ThinkmfgU learning platform
- Work closely with instructors in setting schedules, contractor agreements, stocking supplies and perishable tooling for apprenticeship projects.
- Support employers with TechCred enrollment and reporting
- Complete Federal & State Apprenticeship reporting
- Complete quarterly narrative reports for the Department of Labor Apprenticeship Grant
- Serve as the main point of contact for AWT in the EDA Good Jobs Challenge Grant including financial and narrative reporting as a sub-awardee under OMA.
- Lead Apprenticeship Committee and Instructor meetings and report to the Board
- Help coordinate resources for events such as the holiday mixer, golf outing, and annual meeting with guidance from the Executive Director and AWT Board Members
- Assist with member events and activities that support the mission of promoting rewarding careers in manufacturing
- Other duties as assigned

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Knowledge and Skill Requirements

- Expertise in program coordination, career and technical education, and/or work-based learning
- Familiarity with and interest in manufacturing careers
- Enthusiastic about leading groups through entry-level training programs
- Strong written and verbal communication skills, including reading comprehension
- Excellent computer skills, Google Workspace, Microsoft Office Suite, Canva, familiarity with database management, ASM system ideal
- Excellent organizational skills, time management, and attention to detail
- Follow-through and dependability
- Mechanical aptitude
- Grant reporting, and recordkeeping preferred
- Nonprofit experience a plus

Qualifications & Educational Requirements

High school diploma required and 3+ years of related experience