

# **Executive Director Job Description Carpenters and Joiners Training Trust Fund**

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## **SUMMARY**

Executive Director of Carpenters and Joiners Training Trust Fund

### **Reports to: Carpenters and Joiners Training Fund Board of Trustees**

Oversees the Carpenters and Joiners Training Fund and multiple Training Centers for a six-state Regional Council of union carpenters

Meets regularly with Contractors and the Regional Council to ensure training meets Industry requirements

## **Job Description**

### **Human Resources**

- Supervise training staff
- Evaluate training staff's performance
- Hire qualified staff and managing discipline when staff are not performing well
- Coach staff and instructors who are underperforming
- Be attentive to succession plan and voids in future staffing

### **Financial Acumen (coordination with Assistant Directors)**

- Assemble budget to accompany programs that apply to entire area of Training Trust
- Oversee purchasing of all training supplies, office supplies, building infrastructure, marketing material, and rental equipment
- Approve all expenses and invoices
- Monitor expenses to ensure budget is not exceeded

### **Strategic Processing & Evaluation**

- Evaluate training programs, instructors, and/or materials
- Evaluate overall program effectiveness
- Set yearly goals and execute a long-term strategic direction for the Training Centers

### **Administration (coordination with Assistant Directors)**

- Reach out to community-based organizations and other organizations to promote the Carpenters and Joiners as a career choice. Ensure apprenticeship training and contractors support efforts to expand diversity.
- Oversee the Joint Apprenticeship Committees (JAC) within the training fund to ensure they successfully carry out State, Federal and Local Standards
- Administer meeting notices, meeting minutes and standard changes for the local JACs
- Attend (or appoint appropriate staff) to attend all JAC meetings
- Monitor JACs to ensure adequate Labor and Management representation
- Develop procedures to evaluate organizational effectiveness
- Oversee that training center buildings are maintained and building issues are addressed
- Keep Board of Trustees and subcommittees involved and informed on events, budget needs, training attendance and any other training program activities
- Recommend to the Board of Trustee policy changes, funding issues and building needs
- Attend appropriate training for increasing work effectiveness
- Ensure Instructors and Administrative staff attend appropriate training for increasing work effectiveness
- Serve as an advocate to apprentices to establish a supportive environment and a mentoring culture

### **Information Technology**

- Direct the managed IT support provider
- Monitor and encourage the use of new technology
- Ensure that staff have up-to-date equipment and software

### **Outreach**

- Oversee outreach activities of the Training Centers for the purpose of recruitment
- Oversee website development and other social media marketing
- Oversee marketing and other promotion material of the training centers

### **Travel**

- Travel frequently to all training facilities to monitor activities
- Attend the Regional Council's quarterly Delegate meetings
- Attend JAC and Trust Fund meetings
- Attend misc. meetings or trainings throughout the United Brotherhood of Carpenters
- Meet with various contractors and associations

### **POSITION AND EDUCATION REQUIREMENTS**

Human Resource and Financial Acumen expertise

Understanding of the Construction Industry

Good oral and written communication skills

Understanding of financial management and budgets

Good basic computer skills

Be familiar with union construction and training, especially apprenticeship

Past demonstration of leadership qualities

Past demonstration toward education advocacy and basic understanding of the educational process

Past supervisory experience

Past demonstration of being able to handle and complete special projects

Exposure to construction sites

### **WORKING CONDITIONS**

Working conditions are normal for an office environment. This position may require sitting for extended periods, lifting and using office equipment and machines. Extensive travel and ability to sit in a car for long periods is also required.

Resumes and cover letters should go to:

Cullen Garrity, [cgarrity@wilson-mcshane.com](mailto:cgarrity@wilson-mcshane.com)