

Education Coordinator, IATSE Local 13

Location: IATSE Local 13 Office, 312 Central Ave SE #398, Minneapolis, MN 55414
Employee Type: Part-Time (20hrs per week), Exempt
Reports to: Local 13 Education committee, and Local 13 Business Agent

Summary:

The IATSE Local 13 Education Coordinator coordinates all education, training, and certifications offered by IATSE Local 13 for workers being dispatched by the IATSE Local 13 Call Referral System. The Education Coordinator also facilitates pertinent communication and record keeping between other IATSE Local 13 officers and staff.

Responsibilities:

- Administer list advancement testing, including record keeping.
- Maintain records of all training offered by IATSE Local 13 including attendance and student outcomes.
- Form relationships with employers to identify training needs and available venues for training.
- Work with union leadership to identify training needs.
- Coordinate all interaction between IATSE Local 13 and the IATSE Training Trust Fund.
- Organize and facilitate classes offered by IATSE Local 13.
- Organize and facilitate ETCP certification classes and testing.
- Organize and facilitate other certifications pertinent to IATSE Local 13.
- Coordinate with the IATSE Local 13 Financial Secretary to process reimbursements and other payments.
- Coordinate long term goals with the IATSE Local 13 Education Committee.

Job Requirements:

- High School Diploma or equivalent required. College degree preferred.
- Strong organizational skills.
- Strong communication skills.
- Working knowledge of Microsoft Office Suite.
- Experience teaching adult learners a plus.
- Experience with collective bargaining agreements a plus.
- Experience with the IATSE Training Trust Fund a plus.
- Experience working in the entertainment and exhibition industries a plus.

Pay Rate \$22.52 per hour

Health & Welfare - 10%

401K - 6%

Please submit applications to:

Education Committee
IATSE Local 13
312 Central Ave SE # 398
Minneapolis, MN 55414

Applications to be received no later than January 31st

Inquiries or questions? Email education@iatse13.org