



## Ohio Rural Water Association

*55 Whites Road, Zanesville Ohio 43701*

*(740) 455-3911*

**Position Title:** Apprenticeship Coordinator

### **Job Duties:**

- Development and continued updating of Apprenticeship materials, marketing, etc.
- Coordination with National Rural Water Association representatives to ensure ORWA's apprenticeship program incorporates and contributes to the National effort.
- Establish and maintain working relationships and partnerships with State and Federal agencies including but not limited to Apprentice Ohio and Jobs & Family Services.
- Promotion of Apprenticeship program through public speaking engagements.
- Active promotion of Apprenticeship program to water and wastewater utilities through marketing and onsite visits to encourage participation in the program.
- Assist Apprenticeship participants in traversing program application, progress towards completion, identification and application for funding opportunities.
- Administer program through registration of apprentices, tracking of progress of apprentice including on-the-job learning and education benchmarks.
- Coordination and facilitation of statewide training sessions and overall contribution towards the expansion of ORWA's training program.

### **Desired Qualifications:**

- Four-year degree in an applicable discipline.
- Experience in the field of education, workforce development, human resources and/or utility personnel management
- Must have great organizational skills and be comfortable with public speaking engagements
- Proficient in Word, Excel, and Powerpoint
- Basic database maintenance skills
- Reliable transportation
- Willingness and availability to travel Statewide

### **Essential Functions:**

1. Attend ORWA sponsored events as requested by the Executive Director and assist as necessary
2. Assist in the planning and implementation of annual conventions, training seminars and other special programs
3. Assist the Executive Director as necessary in attaining the goals and objectives of the association
4. Take responsibility for all equipment issued to your care and ensure proper use and maintenance as prescribed by the manufacturer.

**To Apply:** Send an email to [joe@ohioruralwater.org](mailto:joe@ohioruralwater.org) subject "Apprenticeship Coordinator Position" with a copy of your resume, optional cover letter, and any additional documentation pertinent to this position. Starting salary will range between \$30,000-\$34,000 dependent of qualifications & experience. Automatic raise after successful probationary period, and excellent benefits included.