

Location	Anchorage, Alaska	
Job Title	Training Programs Manager	
Reports to	Executive Director	
	Exempt or Non-Exempt: <input checked="" type="checkbox"/> Exempt	Type of position: <input checked="" type="checkbox"/> Regular, Full-time

GENERAL DESCRIPTION

The Training Programs Manager will collaborate with the Training Manager to oversee the processes, operations and administration of APICC’s training programs, with a primary focus on the North Slope Training Cooperative (NSTC). They will coordinate state-wide planning; facilitate and coordinate meetings for multiple committees and guide the work of those committees; manage program content updates (courses & classes); oversee the training instructor program, including qualifications, orientations, and annual reporting requirements; monitor, evaluate, and audit instructors, contractors, Third-Party providers and other organizations authorized to conduct NSTC training; and be the primary contact person regarding NSTC policies, procedures, and administration.

In addition, the Training Programs Manager will cross-train with the Training Manager, becoming proficient in the administrative and educational operations associated with being an Accredited Training Sponsor and Assessment Center for the National Center for Construction Education and Research (NCCER). They will be able to provide coverage for NCCER in the absence of the Training Manager.

All staff are expected to carry out APICC’s mission through collaboration and teamwork, and to work together on special projects and other duties that may fall outside of their main area of responsibility. The position is full time, salaried and reports to the Executive Director.

DUTIES:

In coordination with the Executive Director and other APICC staff as appropriate, the Training Programs Manager:

- develops, manages, and reports annual work plan, in conformance with Operator’s Shared Funding Agreement and adopted NSTC policies and procedures;
- evaluates and monitors NSTC efforts and new projects according to the guidance of the Board of Directors and APICC’s Mission, Vision, and Goals; and
- works with the Executive Director to develop the NSTC annual budget, and ensure program expenditures are aligned with the approved budget parameters.

Responsible for leadership and member engagement in NSTC’s:

- collaborative standing committees (Operators’ Group, Steering Committee, Client Training Team, Curriculum Committee, and Third-Party Providers); and
- critical processes which include management of NSTC curriculum, instructor and evaluator qualification, and training delivery by Third-Party Providers.

Provides program oversight for improvements and growth. Audits and assesses NSTC program to ensure:

- course content and materials are current with OSHA regulations, the Alaska Safety Handbook (ASH), and the North Slope Environmental Field Handbook (EFH);
- courses meet the needs of Operators, contractor clients, and students;
- instructors are knowledgeable health, safety, and environmental professionals with North Slope or equivalent experience; and have experience as instructors and is endorsed as a qualified instructor candidate by their employer organization; and
- instructors follow NSTC policies and procedures in course delivery, and maintain their instructor qualification status in good standing.

Provides responsive administrative support to instructors, third party providers, and clients. Maintains accurate and current inventory of instruction supplies. Ensures and maintains accurate and current program data for reporting to the Executive Director and NSTC Operators' Group.

Works with the Communications Specialist, and other staff as appropriate, to administer and update NSTC web pages, and develop NSTC informational materials including brochures and newsletters.

Works and consults with professional groups and clients to ensure program quality and coordination of services.

Represents APICC on related agency or advisory committees; establishes and maintains public information program and disseminates information to assure full understanding of NSTC throughout Alaska.

Works with the Executive Director to provide clear direction and work assignments to administrative support staff.

Diligently works to build their own full understanding of the overall organization, its initiatives, programs, events, and relationships.

Performs other related duties as needed and as may be assigned by the Executive Director.

REQUIRED EXPERIENCE

Knowledge of (but not limited to):

- Adult education and workforce development.
- North Slope Operations; the North Slope Training Cooperative; governmental health, safety, and environmental programs and requirements; Alaska's natural resource extraction industry and employers.
- non-profit organizational operations.
- OSHA regulations, safety programs, and training; preferably as a course / program developer, and/or instructor or HSE specialist with training responsibilities in a process industry.

Specific skills and experience (but not limited to):

- Strong organizational and time management skills.
- Principles of business management, data management and documentation, control systems.
- Experience in program management, assessment and audits.
- Experience in training technologies: methods and techniques in teaching and training adults; conducting needs assessment; and facilitation of instructional design, development, evaluation, and continuous improvement of curriculum and its delivery.
- Communication and facilitation with groups and committees, able to clarify and build agreement on issues, achieve agreed upon outcomes or decisions, and summarize in written reports, agreement, and proposals.
- Data management and computer skills in MS Office Suite, email, Internet search engines, and similar software.
- Able to build knowledge of Operators, Contractors, and Third-Party Providers to support, develop and nurture effective relationships.
- Experience in contract negotiations and management (e.g. licensing agreements, invitations to bid, requests for proposal, funding agreements, and memoranda of understanding).
- Experience managing a large technology project, database design or implementation, or large-scale implementation of a technology platform.

Ability to: Interpret and apply federal or state regulations relative to NSTC's mission; analyze operations; evaluate suggestions; establish and maintain cooperative working relationships with clients, instructors, Third-Party Providers, administrators, staff, and co-workers; develop an effective public relations program; communicate orally and in writing with professional and lay people; convey technical information effectively; and administer a statewide program.

Able to self-motivate, self-direct, and keep proprietary information confidential.

REQUIRED QUALIFICATIONS

- Bachelors degree (Masters preferable) in Adult Education, Business, or Occupational Health/Safety
- Must have a valid driver's license and clean driving record.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities. The noise level in the work environment is usually quiet.

EEO STATEMENT

APICC's policy is to select, place, train and promote the most qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all employees in compliance with applicable local, state and federal laws and without regard to non-work related factors such as race, color, religion/creed, sex, national origin, age, disability, marital status, veteran status, pregnancy, sexual orientation, gender identity, citizenship, genetic information, or other protected status. When applicable, APICC's policy of non-discrimination applies to all terms and conditions of employment, including but not limited to, recruiting, hiring, training, transfer, promotion, placement, layoff, compensation, termination, reduction in force and benefits.

REASONABLE ACCOMMODATION:

It is APICC's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.