



## Job Posting

**Date Posted:** July 30, 2010

**Posting Expires:** September 1, 2010

**Position:** Assistant National Training Coordinator

**Position Start Date:** On or before November 1, 2010

### Job Description:

Due to the amalgamation of several programs at the international level, the Canadian Boilermaker National Training Trust Fund is seeking an individual to work with the Director of National Training. This position is in Canada.

### The individual will be required to:

1. Assist with the implementation of all current programs
2. Assist with the development of the Boilermaker Virtual Campus
3. Develop and deliver courses in Rigging
4. Deliver courses in Supervision
5. Coordinate the Project Management program
6. Perform other duties as assigned for example: support Temporary Foreign Worker Program for training and qualification requirements.
7. Travel extensively

### General Qualifications / Requirements:

1. Interprovincial Red Seal Trade Certificate by apprenticeship in Boilermaker and/or Welder Trade
2. Ten years experience within the Boilermaker Industry
3. Supervisory experience as a construction Boilermaker
4. Knowledgeable about the Canadian Apprenticeship System
5. Proficient in computer programs such as MS Word, Excel, Powerpoint
6. Familiar with web based training and the development of the same
7. Well disciplined self starter with the ability to accomplish program goals and objectives in a timely manner and with minimal supervision

### Desirable Qualifications and Experience but not mandatory:

1. Previous teaching experience in a college apprenticeship program
2. Diploma or Certificate in Adult Education
3. Relevant Skills Training in supervision and other trade related disciplines



### **Ideal Candidate**

The ideal candidate will have achieved one of the mentioned trade tickets by apprenticeship and have worked in the field construction industry as a boilermaker. This individual would have supervisory experience as a foreman and be knowledgeable in the many disciplines of the Boilermaker trade such as rigging, fitting and welding.

They would have been involved in apprenticeship training or upgrade training with the local union or other training experiences and have a strong desire to work in a training environment.

They are a self starter and well disciplined when left to work on projects with little supervision. They will be a team player and demonstrate strong interpersonal and communication skills when dealing with others. They will be comfortable with public speaking or standing up in front of others and presenting.

### **Wages and Benefits:**

Salary will be commensurate with experience.

The International Brotherhood of Boilermakers offers a comprehensive health benefits and pension plan program which includes the following coverage: medical/prescriptions, dental, eye care, disability benefits.

### **Interested Applicants:**

Applicants must submit their resume as soon as possible via email to [ntrecruiting@boilermaker.ca](mailto:ntrecruiting@boilermaker.ca). Resumes should include three business/trade references and salary expectations. Please note: phone calls concerning this position will not be accepted and only those applicants selected for interview will be contacted.