



Triangle – Triad – Fayetteville – Coastal – Charlotte – Asheville – Upstate – Columbia – LowCountry

VP OF WORKFORCE DEVELOPMENT - JOB DESCRIPTION
Effective 1/1/11

REPORTS TO: President and CEO

PRIMARY FUNCTION: Develop, implement and manage a comprehensive Workforce Development program including Apprenticeship, Safety, Management Education, and School to Career initiatives. Oversee the programs and provide recommendations to assigned committees and President and CEO which would achieve the chapter's purpose, goals and strategic plan. Serve as the primary spokesperson for Education & Training for the construction industry in the Carolinas.

DUTIES and RESPONSIBILITIES:

Apprenticeship, Assessments & Task Training:

- Register and maintain program with DOL and State Agencies.
- Register and maintain program with NCCER including all forms, certifications and licenses.
- Work with Apprenticeship Committee to develop programs and services.
- Expand participation in Apprenticeship program and Expand number of trades.
- Work with Apprenticeship Committee to maintain all instructors including all training and certifications.
- Research Grants and Opportunities for funding.
- Work with the State and National Craft Competitions to achieve success.
- Graduate More Students then the prior year.

Safety:

- Work with Council Safety Committee & Oversight Committee to provide Education & Training to Maximize Safety in the Carolinas.
- Develop and organize the annual Safety Conference and other events to promote Safety.
- Expand participation in the STEP program.
- Achieve 100% participation in pledges from members to be a Drug & Alcohol free workplace.

Management Education:

- Plan, develop and administer programs and services to educate members and provide continuing education.
- Develop promotional materials and market educational programs.
- Expand participation.



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- Conduct evaluation of course effectiveness, including appropriateness of subject matter, material taught and instructor quality.

School to Career:

- Plan, develop and administer programs and services to get young people interested in Careers in Construction.
- Work with ABC Student Chapters to achieve success in national competition.
- Work with ABC Student Chapters on Internship programs.
- Develop promotional materials and market programs.
- Seek Grants to develop programs to expand initiatives for School to Career.

General/Other responsibilities:

- Provide the necessary staff support to assigned committees and assure that committee decisions and recommendations are forwarded to the President/CEO.
- Attend meetings and programs as directed and perform such duties as may be assigned.
- Monitor national trends that are important to our chapter.
- Work with staff on financial invoicing and payments.
- Participate in local meetings of municipalities to promote the merit shop and open competition.
- Stays abreast of industry issues and member news.
- Provide monthly report of activities to the President.
- Write articles for chapter magazine as required.

*Committees Staffed: Apprenticeship Committee
Safety Committee
Council Workforce Development Committees*