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Description automatically generated Program Director

$105,000 - $115,000 Salary

The Machinists Institute, a 501c3 nonprofit was created by the International Association of Machinists & Aerospace Workers District 751 to fill a vital role for training and apprenticeship programs for the community. MI provides world class training to current and future aerospace, automotive and manufacturing workers. The Institute focuses on providing living-wage career opportunities through education and training across the state.

The Program Director leads the development and implementation of instructional directives on the strategic level of the organization. This role serves as a member of the senior leadership team; ensuring programs are aligned with the vision and mission of the organization and its board of directors. This role is responsible for maintaining advanced industry level content and keeps open communication with employers to ensure programs are kept relevant to both industry and workforce needs. They ensure MI program offerings are available to meet the needs of a diverse student base.

# Location: Seattle, WA



# Reports to: Executive Director

# Essential Duties and Responsibilities

* Lead the design and content creation of curriculum for all MI programs; coordinating and utilizing subject matter experts from industry to ensure program alignment with employer needs across all regions of program offerings
* Work collaboratively with MI partners to build the capacity of employers, labor organizations, the workforce system, and community colleges to strengthen and enhance apprenticeship and other MI training programs
* Manage the Student Services Specialist; ensuring a robust outreach strategy for program offerings to the general public and ensuring program offerings align with student needs
* Develop strategies to recruit and retain women, persons of color, limited English Speakers, veterans, and under-represented groups into apprenticeship programs and employment opportunities
* Work collaboratively with the Regional Directors to ensure programming is meeting the needs of each regional population
* Create and maintain an up to date course catalogue
* Create and facilitate assessments for program outcomes, following a continuous improvement model
* Develop data driven strategies to expand MI programs, such as labor market analysis; technology advancements, etc.
* Oversee and facilitate the development of training plans, work processes, and related instruction for apprenticeship, pre-apprenticeship and incumbent worker training programs
* Create and manage an advisory board of subject matter experts from industry
* Provide administrative support for all of MI’s learning management and curriculum platforms
* Ensure virtual and hybrid learning modality is effective and required technology is meeting the needs of the instructors and students
* Build and maintain a comprehensive instructor evaluation system; conducting in person reviews of both program participants and instructors and adjusting programs to maximize engagement

# Minimum Qualifications:

* Bachelor’s degree in Education, Instructional Design or significant working experience at an educational institution or workforce development organization
* Proficiency in project management methodologies to ensure successful planning, execution, and monitoring of programs
* Ability to recruit and assemble subject matter experts as programs are created to ensure relevant coursework is included in MI programs
* A solid understanding of instructional modalities in apprenticeship, pre-apprenticeship and incumbent worker trainings
* Ability to provide training/orientation in one-on-one, online and group formats
* Understand the process of developing curriculum for new programs that relate to both apprenticeship programs and incumbent worker trainings
* Understand data collection methods and how to extrapolate findings as it relates to program effectiveness and engagement

If you feel you have the background and experience we’re looking for please send an email with the job name in the subject line along with your resume and cover letter to [HR@MachinistsInstitute.org](mailto:HR@MachinistsInstitute.org).

**Equal Opportunity Employer**

The Machinists Institute is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of any and all legally protected status.

**Background Check**

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check.

**Salary and Benefits**

The starting salary for the position is $105,000 - $115,000 depending on experience. The Machinists Institute also provides generous health and welfare benefits, retirement contributions into a savings plan, and generous leave.