



THE CONTRA COSTA COUNTY ELECTRICAL INDUSTRY APPRENTICESHIP AND TRAINING TRUST



Office of the Secretary • 1024 Court Street, Martinez, California 94553 • Phone: (925) 372-3222 • Fax: (925) 372-0282

June 5, 2026

Job Opening Announcement

Assistant Training Director

POSITION OVERVIEW

The Contra Costa County Electrical Industry Apprenticeship Training Trust, also known as the JATC, is a 501(c)(3) non-profit employer providing related classroom instruction, hands-on training, and on-the-job training support to apprentices and journey-level electricians in the electrical construction industry.

The Board of Trustees is comprised of four International Brotherhood of Electrical Workers, Local Union 302 representatives and four National Electrical Contractors Association representatives. Both organizations jointly fund and oversee the five-year Inside Wireman Apprenticeship Program.

The JATC is seeking a qualified candidate for the position of Assistant Training Director. This position is intended to support the current Training Director during a planned two-year leadership transition period. The selected candidate will work directly with the current Training Director to learn the daily operations, administrative responsibilities, compliance requirements, and overall management of the Contra Costa County Electrical Training Facility located in Martinez, California.

The intent of this position is for the right qualified candidate to transition into the Training Director role in approximately two years, upon the planned retirement of the current Training Director. Final appointment to the Training Director position will remain subject to approval by the Board of Trustees.

The Assistant Training Director will report directly to the Training Director and will assist with the daily administration, operation, and compliance of the apprenticeship and journeyman training programs. The position is ultimately subject to the oversight and authority of the JATC Board of Trustees.

The Assistant Training Director will assist with the administration of staff, apprentices, instructors, training operations, records, reporting, contractor and union coordination, and program development.

The position requires a working knowledge of apprenticeship training, California apprenticeship rules and requirements, apprentice recordkeeping, classroom and on-the-job training coordination, and the responsibilities associated with a jointly managed Labor-Management Training Trust. The successful candidate must also understand the importance of maintaining the integrity of a non-profit ERISA Trust, as applicable to jointly managed training funds.

The Assistant Training Director will also assist with recruitment, outreach, and equal employment opportunity efforts related to state and federal requirements. Applicants must be able to develop and maintain positive working relationships with apprentices, instructors, staff, contractors, the local union, community organizations, industry partners, and public agencies.

The selection process will consist of an evaluation of submitted materials and formal interviews conducted by the Board of Trustees.

MINIMUM QUALIFICATIONS:

- Organizational and leadership skills. Ability to work with and lead a team.
- Ability to multi-task and oversee multiple projects at once.
- Excellent verbal and written communication skills are required.
- Journeyman work experience or comparable industry experience is preferred but not required.
- Teaching experience.
- Administrative experience.
- Proficient computer experience including online navigation, data entry and Microsoft Office Suite.
- Valid Driver's License or the ability to obtain a valid California State Driver's License.

SALARY AND BENEFITS:

This is a salaried position based on the IBEW Local 302 Collective Bargaining Agreement (CBA) and includes full medical insurance, NEBF Pension and IBEW retirement plan. Candidates must be willing to work evenings and some Saturdays. Travel is required. A company vehicle is included for business related needs.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Reports directly to the Contra Costa JATC Training Director
- Provide oversight, guidance, and support to all JATC staff, instructors and apprentices:
- Includes hiring, supervision, evaluation, and termination responsibilities.
- Adhere to, work within, and understand the regulations of the ERISA Act of 1974.
- Assist in preparation of Trust and JATC meeting agendas to communicate the status of the Training Center, staff, and apprenticeship.
- Work with local and state federal agencies to ensure compliance with required documentation and procedures.
- Report to local area Boards.
- Employer evaluations of apprentices.
- Visit local area employers and job sites.
- Maintenance of JATC property.
- Schedule training seminars for JATC staff, Trustees, instructors.
- Coordinate graduation activities.
- Outreach and recruitment.
- Schedule and administer National Joint Apprenticeship Training Committee (NJATC) aptitude exam test and interviews.
- Assist and promote developing new training labs.
- Actively recruit instructors for all levels of training.
- Advertise and promote Continuing Education Unit (CEU) classes.

Deadline to Apply: June 19, 2026

Submit your resume and cover letter detailing how you meet the minimum qualifications to:

Contra Costa JATC Committee @ nicolep@ibewlu302.com

Equal Opportunity Employer:

The Contra Costa Electrical JATC is an Equal Opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, characteristics, protected veteran status, or other protected classifications in accordance with federal law.