



IEC of the Bluegrass, Inc.

## **JOB DESCRIPTION**

**POSITION:** **Apprenticeship and Membership Coordinator**

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### **POSITION SUMMARY**

The Independent Electrical Contractors of the Bluegrass Association is seeking an Apprenticeship and Membership Coordinator.

The Apprenticeship and Membership Coordinator is a key support position responsible for a wide variety of comprehensive administrative tasks to support IEC's apprenticeship and training programs. The position reports to the Executive Director.

### **ESSENTIAL FUNCTIONS FOR APPRENTICESHIP**

- Responsible for the overall administration, quality, and growth of the IEC Apprenticeship Program
- Maintain compliance with Federal and State apprenticeship requirements
- Work as liaison with the Department of Labor and Veterans Administration
- Ensure timely interviewing, registration, and placement of apprentices
- Work with Contractors regarding appropriate apprentice issues, apprentice transmittals, and document accurate information
- Maintain database with apprentice information, ensuring the accuracy of data
- Monitor performance of apprentices: Grades, Attendance, Make-Up Class Requirements, and other issues
- Generate and distribute monthly apprenticeship reports, including OJT hours
- Coordinate journeymen licensing exams for apprentices
- Manage licensing renewal courses, develop sign in sheets, certificates, and send information to state upon completion of a course with necessary fees
- Assist with recordkeeping and bookkeeping duties as needed
- Produce and maintain all marketing and recruitment materials for on-going apprenticeship enrollment the program
- Attend job fairs, career days, and other recruitment activities

## **ESSENTIAL FUNCTIONS FOR MEMBERSHIP**

- Plan and execute membership recruitment activities, member engagement initiatives, membership development programs, and member retention events
- Administration of association operations to include maintaining and organizing digital and physical assets; database management; overseeing receivables and payables; managing dues billing, renewals and sponsorship collections
- Create and publish Monthly electronic newsletter
- Maintain content of IEC of the Bluegrass website and social media channels
- Manage the day-to-day activities related to association membership management
- Contract and renew annual sponsorships and event-specific sponsorships
- Facilitate internal and external communications with IEC membership and key stakeholders
- Produce and maintain membership directory
- Maintain IEC member and customer database records in association management software system, including updating member records, and compiling prospect data
- Provide administrative support to the Executive Director as needed or directed

## **QUALIFICATIONS REQUIRED**

- Excellent organizational and time management skills
- Strong project management and customer service skills
- Ability to work independently on multiple projects and deadlines
- Bachelor's degree or professional qualification from an accredited institution in association management, communications, event planning, public relations, marketing, or related field
- Position may require extended hours, including evenings and weekends, travel to multiple work sites and occasional out of town travel
- Communicate effectively, verbally and in writing to a diverse audience
- Proficient computer skills, including e-mail, word processing, spreadsheets, and presentation software in the Microsoft suite of products
- Knowledge of social media platforms and customer relationship management suites
- Excellent interpersonal skills to facilitate interaction with members and the workforce

To apply please send resume and cover letter to Rebecca Barnes, Executive Director  
[rbarnes@iecbluegrass.org](mailto:rbarnes@iecbluegrass.org).