



## Field Staff Job Description

**Position Title:** Field Staff

**FLSA Status:** Full-Time, Exempt

**Reports to:** iTi Program Administrator > ITI Administrator

### Position Overview:

The field staff will be the principal contact person from the iTi for an assigned number of JATCs (currently ITI's Field Region 1: MD, DE, NJ, NY, CT, RI, MA, NH, VT, ME, NB), assignments and tasks. In addition, each field staff member will represent one or more areas of specialty.

### Position Responsibilities:

- Maintain regular contact with assigned JATCs.
- Maintain current profiles on any assigned JATCs.
- Survey and communicate with assigned JATCs as requested.
- Manage day-to-day requests from assigned JATCs and coordinate with main office.
- Assist with delivery of instructor training programs as assigned.
- Assist with curriculum development as assigned.
- Assist JATCs with implementation of Total Track System as assigned.
- Assist with JATC Accreditation as assigned.
- Assist with development and conversion of online training as assigned.
- Assist with delivery as technician and technical courses as assigned.
- Assist with the development of contest projects as assigned.
- Delivery or development of other specialized training classes based on the employee's specific expertise (could include, but not limited to, any of the following:  
Welding/Industrial, HVAC, TAB, Service, Architectural, BIM, etc.)
- Perform other duties as assigned by administration.

### Education, Experience and Skills Required:

- High school diploma required; post-secondary education is preferred
- JATC Coordinator experience, or knowledge of management of a training fund (ERISA) is preferred
- Expansive knowledge of the highly diversified industry of sheet metal
- Effective written and oral communication skills
- Has completed all ITI Professional Development Courses



**Other:**

- Demonstrate commitment to organization's missions
- Able to work in a team environment
- Takes responsibility for assigned areas
- Maintains effective working relationship with others
- Works efficiently and maintains schedules
- Ability to organize and maintain records
- Ability to travel an average of two weeks per month including weekends
- Knowledge of Classroom Management (Courses, Classes, Testing, etc..) within the TotalTrack System
- Ability to work independently
- This is a full-time position
- Trustees set staff compensation and benefits of ITI, the person holding this position is subject to all applicable policies and procedures of ITI. Nothing in this position description creates a contractual or relationship that is inconsistent with the employment relationship otherwise existing pursuant to those applicable policies and procedures.
- This position description is subject to change from time to time by ITI.

**Compensation and Benefits:**

Annualized Salary: \$134,984.00

In addition to the annual salary, the following monthly allowances are granted:

- Per Diem: \$1,672.92
- Auto Allowance: \$750.00
- Technology Allowance: \$220.00

These amounts are subject to change at the discretion of the Trustees. ITI also currently provides employer paid fringe benefits including health insurance coverage as well other employer paid fringe benefits.

**To Apply:**

All interested applicants may submit a cover letter and resume containing their training, work experiences, achievements and skills; addressed and delivered via email to Kristin Bruck at [KBruck@smwnbf.org](mailto:KBruck@smwnbf.org) by 4:00 p.m. EST on Friday, April 30, 2021.