



Assistant to the Administrator Job Description

Job Title: ITI Assistant to the Administrator

Status: Exempt

Reports to: Administrator

Position Summary:

The Assistant to the Administrator will assist the Administrator in the day-to-day operations of the fund and will interact with and assign tasks to staff as directed by the Administrator. They will report directly to the Administrator and will be required to research and advise the Administrator on various topics.

Essential Functions:

- Assist the Administrator in preparing reports, presentations, and communications for meetings with the Board of Trustees.
- Coordinate with Administrator to schedule and assist in organizing events, conferences, and meetings.
- Maintain regular communication with the staff, partners, and stakeholders on behalf of the Administrator.
- Help monitor the financial health of the organization by assisting with reviewing budgets, financial reports, and other documents.
- Assist in drafting and editing policies, procedures, and other documents as directed by the Administrator.
- Support the Administrator in ensuring compliance with regulations related to Taft-Hartley funds and apprenticeship standards.
- Act as a liaison between the Administrator and staff, relaying important updates and managing task follow-ups.
- Provide support for the development and implementation of new projects and initiatives as assigned by the Administrator.
- Work with the Program Administrator of Training (PAT) to assign staff for ITI Instructor and Technician Training Programs
- Assign duties to all staff as directed by the Administrator
- Coordinate regular meetings with Administration, PAT and Directors to monitor progress of all programs.
- Evaluate requests from PAT and Directors and assign all ITI field staff to programs and tasks. Monitor schedules and workloads of current staff.
- Oversee internal office processes and procedures

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- Process applications and payments for ITI Grant and ITI Loan programs.
- Assist Administrator with development and tracking of budgets.
- Attend and present at conferences and meetings as approved by Administrator
- Prepare invoices for approval and processing by accounting
- Attend trustee meetings as assigned by the Administrator
- Oversee and manage the implementation and rollout of a Competency Based Apprenticeship Model
- Manage CPWR Grants and Invoicing.
- Oversee and complete any tasks as assigned by Administrator
- Oversee Apprenticeship Standards Development Revisions and Submissions

Education, Experience and Skills Required:

- Leadership/Administrative experience preferred
- High school diploma required; post-secondary education preferred
- Expansive knowledge of the highly diversified industry of sheet metal
- Expansive Knowledge of the TotalTrack System
- Knowledge of apprenticeship laws, regulations and rules including ERISA requirements.
- Ability to communicate clearly and effectively with others
- Experience managing groups of people
- Effective written and oral communication skills
- Ability to work independently
- Demonstrate commitment to organization's missions
- Ability to work in a team environment and independently
- Maintains effective working relationship with others
- Works efficiently and maintain schedules and records
- Ability to travel an average of two weeks per month including weekends, as needed

Other:

- This is a full-time position
- This Position is based out of the ITI office in Falls Church, VA. (The person is expected to relocate and have a residence within daily commuting distance of the Falls Church office.)
- Trustees set staff compensation and benefits of ITI staff, 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.

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Compensation and Benefits:

The ITI Trustees set staff compensation and benefit levels. Compensation for this position includes an annual salary, as well as per diem, housing allowance, auto allowance and a technology/work-from-home allowance. ITI also currently provides employer paid fringe benefits including health insurance coverage as well as other employer paid fringe benefits.

To Apply:

All interested applicants may submit a cover letter and resume containing their training history, work experiences, achievements, and applicable skills for the position via email to Kristin Bruck at KBruck@smwnbf.org by 3:00 p.m. EST on Sunday, January 5, 2025. Any questions regarding this position should be directed to ITI Administrator Michael Harris.

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