

Training Administrator — Vermont Rural Water Association

Job Title: Training Administrator

Hours: This position is full time (40 hours per week) with flexible scheduling and ability to set own hours.

Location: This position will primarily work from a home office with some travel across the state and some work at Vermont Rural Water's office in Essex Junction, VT.

About:

The Vermont Rural Water Association is a 501c3 nonprofit organization that provides training and technical assistance to public drinking water and wastewater systems throughout Vermont. Founded in 1982, the organization has a strong history of providing education, outreach, and on-site assistance to systems and operators.

Vermont Rural Water's training program is one of the main ways water and wastewater operators in Vermont obtain the continuing education requirements of their certifications. We have four staff members who provide training classes on a wide variety of topics relevant to water and wastewater operators. Our classes are offered on Zoom and in-person.

Vermont Rural Water's apprenticeship program trains new workers at drinking water and wastewater facilities across the state. Apprentices receive on-the-job training and take classes offered by Vermont Rural Water and others.

Function:

The Training Administrator oversees Vermont Rural Water's training and apprenticeship programs. This involves working closely with our training staff to schedule classes and plan Vermont Rural Water's annual conference.

There is potential to expand the position's duties based on the selected candidate's strengths and interests, such as: event planning, developing new class topics, workforce development initiatives, and/or K-12 and post-secondary education.

The training program is funded through a contract with the Vermont Department of Environmental Conservation. The Training Administrator is responsible for helping to fulfill the obligations of this contract, including monthly reporting.

The apprenticeship program is run through a subaward with the National Rural Water Association and funded by the United States Department of Agriculture – Rural Development (USDA RD). The Training

Administrator is responsible for adhering to the requirements of the subaward agreement and working with staff at the National Rural Water Association and the Vermont Department of Labor.

Responsibilities Include:

- Collaborate with Vermont Rural Water staff to create quarterly training calendars
- Enroll new apprentices in the appropriate Department of Labor registered apprenticeship program
- Use databases to track apprentices' progress
- Help plan Vermont Rural Water's annual conference
- Adhere to the program agreement from National Rural Water Association
- Compile monthly and quarterly progress reports
- Adhere to program budgets with assistance from Executive Director
- Collaborate with partner organizations and state and federal agencies
- Write articles for Vermont Rural Water's newsletter
- Attend monthly staff meetings

Preferred Qualifications:

- Familiarity with drinking water and/or wastewater industry
- Familiarity with workforce development and/or recruiting and hiring
- Demonstrated ability to work independently and as a member of a team
- Demonstrated written and verbal communication skills
- Comfort with computers, internet, Microsoft Office, and data entry
- Driver's license and reliable transportation
- Willingness to travel around the state
- Ability to pass a background check

Salary: Commensurate with experience

Anticipated Start: October 2023

Benefits:

- 401(k) retirement savings plan
- Health insurance through BlueCross/BlueShield of Vermont
- Dental insurance and dental reimbursement
- Vision coverage
- Health Reimbursement Account (HRA)
- Dependent Care Flexible Spending Account (FSA)
- Disability insurance (short- and long-term)
- Life insurance
- AAA membership
- Work laptop and iPad
- Partial reimbursement for monthly home internet and cell phone
- Travel reimbursement at federal mileage rate
- Paid sick leave and vacation time
- 11 paid holidays (6 fixed and 5 flexible) and 2 paid personal days per year

To Apply: Send resume and cover letter to info@vtruralwater.org by September 20

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