CPWR THE CENTER FOR CONSTRUCTION RESEARCH AND TRAINING

Program Assistant – Training Department

CPWR–The Center for Construction Research and Training (www.cpwr.com) is the non-profit 501(c)3 research, development, and training arm of the North America's Building Trades Unions. CPWR is located in downtown Silver Spring, Maryland. CPWR partners with key federal, industry, academic, and worker organizations nationwide to reduce occupational injuries, illnesses, and fatalities in the construction industry.

This entry-level position will support the CPWR Training Department and is ideal for individuals interested in pursuing a career in public health, communications, or labor relations.

Primary Responsibilities:

- Data entry
- Coordinate and distribute training materials
- Prepare and distribute course completion cards and/or certificates
- Manage class registration and enrollment for CPWR provided training
- Manage filing for the Training Department
- Manage, coordinate, and distribute iPads used in CPWR provided training
- Communicate with CPWR's Construction Consortium and other stakeholders
- Assist with meeting/conference preparation
- Assist in preparation of grant applications
- Assist in preparation of end-of-month reports
- Prepare purchase orders on behalf of the Training Department
- Provide overall office support, manage communications, and conduct follow-up of training department activities and programs
- Work cooperatively with all CPWR staff in completing training department goals
- Other duties as assigned

Qualifications:

- Applicants should possess an associate's degree or the equivalent of education and experience
- Strong organizational, writing, and communication skills including listening and interpersonal skills
- Ability to multi-task

CPWR: The Center for Construction Research and Training does not sponsor applicants for work visas.

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Compensation Package:
Salary Range: $41,000 - $44,000

CPWR offers an exceptional benefits package including:

- Employer paid medical, dental, and vision insurance for employee and all dependents
- Employer paid participation in the AFL-CIO defined benefit pension plan (vesting after 3 years)
- Participation in the AFL-CIO 401(k) plan with Employer match
- Paid vacation, sick, and holiday leave
- 13 paid holidays each calendar year
- Flexible work schedule, relaxed work environment
- 35-hour work week
- Hybrid schedule - 2 days in office, 3 remote (subject to change)

Equal Employment Opportunity.

To Apply:
Email resume and cover letter to jobpostings@cpwr.com. Include Training Program Assistant and applicant name in the subject line. The cover letter must describe your experience relevant to the job duties. CPWR will contact eligible candidates.