

JOB ANNOUNCEMENT:

Part Time Training Coordinator, Sacramento facility – California-Nevada Section, AWWA

The California-Nevada Section of American Water Works Association seeks a Training Coordinator to manage their training center in West Sacramento, where we educate and train individuals in more than six professional disciplines.

The Employer

The *American Water Works Association*, founded in 1881, is a world leader in promoting safe drinking water and sustainable water management practices. With well over 50,000 members from water utilities across North America, AWWA remains “the authoritative resource on safe water.” Serving over 6,000 members, the *California-Nevada Section* (“Section”) is the largest of 43 AWWA regional organizations, and a leader in its own right in training, certification, and the exchange of information essential to water utility operations and administration.

With a staff of 11 and an annual budget over \$2 million, the Section relies extensively on volunteer members to promote and advance industry knowledge through conferences, workshops, training classes, and other educational events. The Section also certifies individuals in six different disciplines related to safe and efficient water management.

The work location is in West Sacramento at our Dr. Ken Kerri Training Center.

The Position

Confers with managers and instructors to determine education and training needs. Provides support and guidance to Education committees. In charge of sending contracts for onsite training to utilities, coordinating instructors, event dates, and giving CEU's and contact hours to the attendees. Makes sure contact hours for all attendees of events and classes are processed and sent on a timely basis. Makes sure the training room is ready for classes with materials, coffee, breakfast items and snacks. Sits on Section's Educational Committee. Travels occasionally.

This is a **part time** position currently with a work schedule of 25-28 hours per week. Salary in the range of \$17-21 per hour, based on qualification.

To Apply

Send or deliver completed application and résumé to Human Resources, CA-NV Section AWWA, 10435 Ashford Street, Rancho Cucamonga, CA 91730; or e-mail to: jobs@ca-nv-awwa.org. Application may be downloaded at www.ca-nv-awwa.org.

Deadline for receipt of applications by e-mail is 3:00 p.m., July 29, 2016.

This announcement is not intended to provide all details of the position described herein, and does not constitute an offer of employment.