



NECA-IBEW

MIDSTATE ELECTRICAL TRAINING CENTER

3390 North Woodford Avenue, Decatur, Illinois 62526

Phone: (217) 875-3041

July 13, 2026

Assistant Training Director – Job Posting

The Midstate Electrical Training Center is accepting applications for the position of Assistant Training Director. This is a full-time, salaried, exempt position that supports the administration, coordination, and compliance of the electrical apprenticeship and related training programs.

The Assistant Training Director supports the Training Director in providing leadership and oversight of instructional staff and the training programs, serves as the lead instructor and assists the Training Director in advising the Joint Apprenticeship & Training Committee (JATC) on training operations, regulatory compliance, and program development. In the absence of the Training Director, the Assistant Training Director may assume designated responsibilities as directed by the JATC.

Application Deadline & Requirements

Applicants must submit resume with cover letter via email to JATC Chairman - Robert Beery at rbeery@bodinemail.com and JATC Secretary - Chad Wernsing at wermzer@gmail.com. Applications must be received no later than 3:00 p.m. on **July 31, 2026**.

Assistant Training Director – Job Description

Position Title: Assistant Training Director

Reports To: Training Director & Joint Apprenticeship & Training Committee (JATC)

Status: Full-Time, Salaried, Exempt, At-Will, Non-Bargained

Position Summary

The Assistant Training Director supports the Training Director as a key administrative and instructional member of the Joint Apprenticeship and Training Committee (JATC) training staff and serves as the lead instructor. This position assists in the administration, quality, and regulatory compliance of the electrical apprenticeship and related training programs,

helps provide leadership and direction to instructional staff, and supports the Training Director in advising the JATC on training, apprentice performance, and program development. In the absence of the Training Director, the Assistant Training Director may assume responsibilities as assigned. All authority is exercised subject to the policies, direction, and final approval of the JATC and the Training Director.

Employment Status

This position is at-will, meaning that employment may be terminated by either the employee or the Joint Apprenticeship & Training Committee at any time, with or without cause or notice, subject to applicable law. Nothing in this posting or job description creates a contract for employment for any specific duration.

Position Pay & Benefits

- Salaried position with a compensation range of \$104,000-\$114,400 per year depending on qualifications.
- Participation in Local Pension, Health & Welfare, and NEBF benefit plans as set forth in the METC's participation agreement with each respective fund.
- Paid vacation of one week (40 hours) in the calendar year of hire (prorated for mid-year hires), increasing to two weeks (80 hours) per calendar year thereafter, as set forth in the METC Vacation Policy.
- Paid Time Off (PTO) of forty (40) hours each calendar year, separate from vacation and usable for any reason, with any unused PTO paid out at year-end, as set forth in the METC PTO Policy.
- Mileage reimbursement according to the METC Mileage Reimbursement Policy.

Essential Duties and Responsibilities

- Assist training director in overseeing all apprenticeship and journeyman training programs in accordance with JATC policies, the Electrical Training Alliance, IBEW, NECA, and applicable state and federal regulations.
- Assist in developing, implementing, evaluating, and updating curriculum to ensure alignment with current codes, technologies, safety standards, and industry best practices.
- Assistant Training Director will be the lead instructor – They will orientate and train new instructors. Work with all instructors on lesson plans, class schedules, online training platforms, material and tool needs for hands-on lab training. Plan and administer annual instructor meetings. Assist with the development and implementation of training aids and labs in addition to assistance in maintaining offsite training spaces.
- Provide primary related classroom training (at night 5PM-9PM) for a group of apprentices during the school year.
- Proctor and assist in the facilitation of aptitude testing which will require certification as an ETA Aptitude Test Administrator.

- Assist in scheduling classes, assigning instructors, and coordinating facilities, materials, and equipment.
- Assist in monitoring instructional quality, instructor performance, and apprentice outcomes.
- Promote and enforce safety training standards including OSHA, NFPA, and applicable industry requirements.
- Represent the JATC at meetings, conferences, training institutes, outreach events, and recruitment activities.
- Acquire and maintain proper certifications and ongoing education to execute required job duties as necessary, such as NTI, ETA Train-the-Trainer Certifications, and other related training courses.

Qualifications

- IBEW Journeyman Wireman in good standing.
- Completion of an IBEW apprenticeship program or equivalent electrical industry experience.
- Demonstrated leadership, supervisory, or foreman experience preferred.
- Teaching, training, or instructional experience strongly preferred.
- Administrative and organizational experience including recordkeeping and reporting.
- Working knowledge of IBEW/NECA apprenticeship standards and governance structures.
- Proficiency with Microsoft Office and apprenticeship management software or the ability to obtain proficiency.
- Strong communication, leadership, and professional judgment skills.

Working Conditions

This position involves a combination of office, classroom, and field environments. Evening hours are required during training sessions. Occasional travel may be required. Additional hours beyond a standard workweek may be necessary to fulfill position responsibilities.

Work Schedule: This is a salaried, exempt position with a flexible schedule that varies by day. The Assistant Training Director generally works standard daytime hours, except on scheduled instruction days, when the workday shifts to a later start to accommodate evening classroom instruction (approximately 5:00 PM–9:00 PM). Hours are expected to align with the operational and instructional needs of the training programs rather than a fixed daily start and end time.

Equal Employment Opportunity Statement

The Midstate Electrical Training Center and the Joint Apprenticeship & Training Committee are equal opportunity employers and do not discriminate in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability,

veteran status, or any other protected classification under federal, state, or local law. All qualified applicants are encouraged to apply.