



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Project Coordinator for Pre-Apprenticeship in Marine Trades

****Re-Advertise****

OPEN: April 17, 2025

EXEMPT: No

SALARY: \$26.00/Per Grant

SHIFT: Day

LOCATION: LIBC Admin Building

DURATION: Regular Full Time

Grant Ends: 6/30/2026

CLOSES: Until Filled

JOB CODE:

DIVISION: Administration

DEPARTMENT: Workforce Development

SUPERVISOR: WFD Program Manager

VACANCIES: 1

JOB SUMMARY: The Lummi Indian Business Council is seeking a skilled Project Coordinator to join the Workforce Development team to manage and oversee a pre-apprenticeship project designed to introduce youth to marine trades careers. Project Coordinator will be responsible for designing, implementing and maintaining the Pre-Apprenticeship Project in Marine Trades for Youth called, Buoyant Beginnings. The Project Coordinator works closely with the Workforce Development Director and Program Manager to ensure the pre-apprenticeship project meets the needs of the organization, youth, and sponsors. Project Coordinator will manage the recruitment process, match youth apprentices with suitable employers/mentors and ensure the pre-apprenticeship project is properly monitored and maintained. Responsible for ensuring that mentors are adequately trained and that students receive the necessary support and guidance during their apprenticeship. Responsible for promoting the pre-apprenticeship project and recruiting potential participants. Project Coordinator will work closely with community organizations, industry partners, educators, parents, and students to promote the project and ensure success. Acts as a resource to answer general questions and provides information about the project. Project Coordinator will work closely with leadership to prepare the program for registration with Washington State Apprenticeship and Training Council. This role involves program management, stakeholder coordination, and participant support to create an engaging, educational, and career-focused experience.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Work cooperatively with the project partners to design, implement, and maintain Buoyant Beginnings, a pre-apprenticeship in marine trades for youth.
2. Identify apprenticeship instructors, build and maintain strong working relationships and collaborate with them often to ensure all program and instructional requirements are met.
3. Develop and execute project timelines, milestones, and deliverables to meet project goals.
4. Coordinate information sessions, workshops, and hands-on activities with marine trade professionals and employers to promote the project.
5. Develop and execute strategies to recruit and retain participants

6. Oversee the creation and distribution of project materials, such as schedules, manuals, and promotional content.
7. Developing and implementing communication plans to track participant progress and ensure alignment with learning outcomes and career readiness.
8. Build and maintain strong partnerships with industry leaders, training providers, and community organizations.
9. Act as main point of contact for all stakeholders, ensuring smooth communication and collaboration.
10. Advocate for the project within the marine trades sector and broader community to attract support and resources.
11. Recruit, screen and onboard youth participants between the ages of 16-29, ensuring they meet project requirements.
12. Provide mentorship and guidance to participants, addressing any barriers to participation or success.
13. Monitor participant attendance, engagement, and satisfaction, implementing improvements as needed.
14. Collect and analyze data on program outcomes, such as participant job placements, Registered Apprenticeship placement, certifications and feedback.
15. Participate in professional development opportunities and stay up to date on industry trends.
16. Prepare quarterly progress reports for funders, stakeholders and management.
17. Identify areas of improvement and propose actionable solutions to enhance program impact.
18. Additional duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Education, Social Work, Public Administration, Project Management or related field OR
- Three years of experience in project coordination or program management, preferably in workforce development, education, or youth services.
- Must have experience identifying and collaborating with apprenticeship instructors on a regular basis.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have strong knowledge and understanding of what apprenticeships and pre-apprenticeships are what it takes to become a Washington State Registered Apprenticeship Program.
- Must be familiar with the Washington State Apprenticeship and Training Council (WSATC) and Washington State Labor & Industries (L&I).
- Must have strong communication skills to work with a variety of people, including employers, apprentices, and stakeholders, to be able to effectively negotiate and build relationships, and demonstrate a commitment to customer service
- Strong organizational skills and be detailed oriented in order to effectively plan and coordinate the project and manage multiple tasks at once.
- Must be able to prioritize tasks, manage competing demands, and effectively manage their time.
- Strong administrative skills with ability to create and maintain accurate records, manage data, and use computers for tasks such as creating and maintaining databases.
- Strong ability to use technology to manage and track the project, including, a basic understanding of software programs such as Microsoft Office.

- Strong computer skills with (5) years experience with Microsoft Office programs including Word and Excel.
- Must prepare and present project updates to community, stakeholders and Lummi Indian Business Council when necessary.
- Must possess strong problem-solving skills in order to anticipate and address any potential issues that may arise.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on **June 30, 2026**. If additional funding is received this position will need to be reviewed for grading purposes

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.