

## **Job Title: Instructor / Community Outreach Program Liaison**

Location: Albuquerque, NM– Travel required across West Texas and New Mexico

Organization: SMART Local Union #49 JATC

Employment Type: Full-Time

Pay: Based on Experience

### **Position Overview:**

The SMART Local Union #49 JATC is seeking a dynamic and motivated Instructor / Community Outreach Program Liaison to join our team. This multifaceted role is designed to strengthen our apprenticeship pipeline by enhancing community engagement, supporting educational initiatives, and delivering high-quality instruction for the Sheet Metal industry.

### **Key Responsibilities:**

#### **Instruction & Training:**

- Teach courses in OSHA safety, welding, sheet metal, HVAC service, T.A.B. (Testing, Adjusting, and Balancing), sheet metal art, and adult education.
- Support curriculum development and instructional delivery aligned with industry standards and the Training Center program.

#### **Community Outreach & Program Development:**

- Build and maintain relationships with local schools, vocational programs, and community organizations to promote trades education.
- Assist in enhancing shop classes and technical programs to better prepare students for apprenticeship opportunities.
- Collaborate with state and local agencies to develop HVAC and trades education programs for high school and other students.

#### **Grant Writing & Funding:**

- Identifying and applying for grants and funding opportunities to support training center initiatives and community programs.
- Work with the director and coordinator to create additional income streams through partnerships and educational services.

#### **Facility & Inventory Management:**

- Maintain an inventory of tools, equipment, and supplies.



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Website: <http://www.smartlu49jatc.com>

- Oversee the upkeep of the training facility and grounds.
- Develop and maintain relationships with vendors and contractors for equipment and service needs.

#### Administrative & Support Duties:

- Provide support to the training center coordinator, director, and staff as needed.
- Travel throughout the union's jurisdiction, including West Texas and New Mexico, to support outreach and training efforts.
- Perform other duties as assigned.

#### Qualifications:

- 5+ years experience in Educational Grant writing or fundraising experience is required.
- Experience with community outreach, education, or workforce development required.
- Proven experience in the sheet metal, HVAC industry, and/or vocational programs.
- Strong instructional and communication skills.
- Familiarity with OSHA standards and trades-related certifications.
- Ability to travel regularly and work independently.

#### Benefits:

- Competitive salary based on experience
- Health and retirement benefits
- Opportunities for professional development
- Meaningful work that impacts the future of the skilled trades

## Application Information

Last	First	M.I.
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Street address	Apt/Unit #
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City	State	Zip Code
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Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

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Yes ☐ No ☐

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High school:

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To:

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Yes ☐ No ☐

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To:

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Yes ☐ No ☐

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To:

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Yes ☐ No ☐

Full name:

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Full name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

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Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

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Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

### **Military Service (if applicable)**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### **Disclaimer and signature**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send to [Info@smartlu49jatc.com](mailto:Info@smartlu49jatc.com).**