Job Description Summary
Job Title: Adult Career Advisor/Industry Trainer
Department: IAM/Boeing Joint Programs
Supervisor’s Position: Director: Workforce Development-Aviation
FLSA Status: Non-exempt
Term/Grant Appointment

The primary responsibilities of this position is to assist IAM hourly employees with career and personal development assistance as it relates to active, ERT (requests for transfer) and laid-off status. Advisors will assist and counsel to determine educational and career path options, make both in-house and local program referrals, assess basic academic and computer skills and offer resume assistance. Advisor/Industry Trainer will work Boeing IAM Program Administrators, WATC Director of Workforce-Aviation, Aviation and Industry SME’s and Boeing Seattle. Experience in curriculum development, proficient computer skills, familiarity with educational systems, technical curriculum and aviation/manufacturing are desired. Must have experience in providing instruction for math, reading, English and computer skills. Bachelor’s degree required, Master’s preferred.