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| PEPP – Pre-Employment Preparation ProgramExecutive director |  |
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| JOB TITLE: | Executive Director |  | JOB CATEGORY: | Lead Organization |
|  |  |  |  |  |
| Location: | Spokane |  | Travel required: | Occasional |
|  |  |  |  |  |
| Level/Salary range: | $65K+ DOE |  | Position type: | FTE |
|  |  |  |  |  |
| Tina Morrison | PEPP Secretary |  | Date posted: | 8/18/25 |
|  |  |  |  |  |
| Will train applicant: | Yes |  | Posting expires: | 8/27/25 |
|  |  |  |  |  |
| External posting URL: | Peppspokane.org |  | Internal posting URL: | N/A |
|  |
| APPLICATIONS ACCEPTED BY: |
|  | Email: | peppspokane@gmail.com |  |  | Subject line: | PEPP Executive Director Application  |
| JOB DESCRIPTION |
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|  | Role and ResponsibilitiesThe Executive Director will oversee all aspects of the organization with oversight by the PEPP Board including: * Organize classes including scheduling location, instructor(s), and recruiting students.
* Oversee delivery of the NABTU MC3 curriculum and reporting requirements.
* Attend meetings with grantors and meet all reporting deadlines.
* Ensure the program maintains compliance with grantors and state registration requirements.
* Identify student needs and coordinate “wrap around” services.
* Create and maintain lists of students and updated waiting lists.
* Create and maintain a list of support organizations.
* Coordinate with apprenticeship programs in the region and assist with student placements.
* Oversee PEPP’s subcontractors for bookkeeping, marketing, web site, etc.
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|  | Qualifications and Education Requirements* Bachelor’s degree or work-related equivalency
* Experience working in non-profit organizations.
* Proficiency with tech tools including Zoom and Microsoft Office.
 |  |  | Preferred Skills* Experience with grant management
* Community Engagement and strategic partnership development.
* Cross-cultural relationship building.
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|  | Additional Notes This position reports directly to the Board and may be given additional duties and responsibilities deemed to be necessary for the health of the organization.Must be a self-starter!Knowledge about the construction industry and the trades would be beneficial.  |
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| REVIEWED BY: | Secretary |  | DATE: |  |
|  |  |  |  |  |
| Approved by: | Executive Board |  | Date: |  |
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The PEPP Program receives $117,000 in support and funding from a U.S. Department of Labor Apprentices Build American grant. Read more about USDOL grant funding at esd.wa.gov/usdol.

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| PEPP – Pre-Employment Preparation ProgramExecutive director | A logo for employment preparation program  AI-generated content may be incorrect. |
| **JOB TITLE: Executive Director JOB CATEGORY: Organization Leader** |
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| Deadline for submitting application is August 27, 2025 |
| Name:  | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
| Education: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
| Job History: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  |  |
| References: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |

 Additional information: Click or tap here to enter text.

PEPP is planning to fill this position quickly. Please let us know your availability.

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| --- | --- |
| Start date: | Click or tap here to enter text. |

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| --- | --- |
| Date submitted: | Click or tap here to enter text. |

Please attach your resume along with the application.

Email to peppspokane@gmail.com

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