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| PEPP – Pre-Employment Preparation Program    Executive director | | | | | | | | | | | |  |
|  | | | | | | | | | | | | |
| 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 Responsibilities  The 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. | | | | | | | | | | |
|  | | | | | | | | | | | | |
| REVIEWED BY: | | | Secretary |  | | | DATE: | | |  | | |
|  | | |  |  | | |  | | |  | | |
| Approved by: | | | Executive Board |  | | | Date: | | |  | | |
|  | | |  |  | | |  | | |  | | |

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 Program    Executive 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.

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

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

Please attach your resume along with the application.

Email to [peppspokane@gmail.com](mailto:peppspokane@gmail.com)

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