



Join Associated General Contractors of Alaska's High-Performing Team

Put your skills in training and administration to work where they truly make a difference. As our **Training & Operations Manager** you'll play a critical role in developing Alaska's construction industry workforce, streamlining operations, and supporting a culture of safety, precision, and continuous improvement. If you're a self-starter, a natural communicator, and passionate about the construction industry, we welcome you to apply.

Position: Training and Operations Manager

Reports to: Deputy Director

Status: Full-Time

Classification: Non-Exempt

Location: Anchorage, Alaska

Salary Range: \$55,000 - \$60,000

How to Apply

Please send an updated resume and a cover letter that highlights the following experience:

- Training coordination
- Program administration
- Workforce development
- Leveraging digital tools to enhance operational efficiency

Email Documents To: Norma M. Lucero, Deputy Director at norma@agcak.org

Questions: Call Norma at (907) 561-5354



Summary of Position

The Training and Operations Manager reports directly to the Deputy Director and plays a pivotal role in supporting the operational and strategic functions of the organization. This position is responsible for high-level administrative support, coordination of special projects, oversight of room rentals, and administration of Construction Quality Management (CQM), Alaska Certified Erosion and Sediment Control Lead (AK-CESCL), and other training courses. The role requires a proactive, detail-oriented individual capable of managing multiple priorities and contributing to organizational efficiency and leadership initiatives. This is a full-time position with adjusted hours, Monday through Friday, between 8:00 AM and 5:00 PM. On occasion, shift times may vary to accommodate early morning classes or room rental needs.

Essential Functions

High-Level Administrative Support

- Provide executive-level administrative support to the Executive Director and Deputy Director, including calendar management, meeting coordination, and preparation of briefing materials.
- Manage internal communications and ensure timely dissemination of information across departments.
- Draft, edit, and distribute correspondence, reports, and presentations for leadership and board-level meetings.
- Coordinate logistics and documentation for Board of Directors meetings, including agenda development, board packets, and official minutes.
- Maintain organizational records and ensure compliance with document retention policies and legal requirements.
- Support strategic planning initiatives and assist in tracking progress toward organizational goals.
- Support committees, task forces, by coordinating and documenting meetings.



Training Manager

- Administer CESCL, CQM, and other training classes: managing registrations, support facilitators, administering tests, issue certifications, and maintain records and class supplies.
- Coordinate and oversee room rentals: confirm availability, manage agreements, and assist with setting up, including A/V needs.
- Collaborate with the Deputy Director to implement new training offerings and heavy data management.

Operational Support

- Perform general office duties, including answering phones, greeting visitors, distributing mail, and occasionally picking up office items from local stores.
- Maintain office supply inventory and ensure functionality of office equipment and shared spaces.
- Oversee day-to-day facility management, including identifying and onboarding maintenance vendors, coordinating repair and preventive maintenance services, and ensuring timely resolution of facility-related issues to maintain a safe and functional work environment.
- Assist with planning and execution of events, workshops, and member programs.
- Respond to member inquiries and direct communications to appropriate staff.
- Ensure calendars (Outlook and website) are accurate and up to date with classes, meetings, and rentals

Knowledge, Abilities, and Skills

- Strong understanding of administrative systems, organizational operations, and strategic planning.
- Ability to manage complex schedules, prioritize competing demands, and maintain confidentiality.
- Exceptional written and verbal communication skills.
- Advanced proficiency in Microsoft Office Suite, including Teams, Excel, and PowerPoint.



- Ability to lead cross-functional projects and collaborate with diverse teams.
- Knowledge of the Alaska construction industry and workforce development programming is preferred.
- Highly organized, adaptable, and capable of working independently and under pressure.
- Proficient with software, systems, and digital tools to enhance operational efficiency and team coordination.

Education

- High school diploma or equivalent required; associate or bachelor's degree in education, business administration, or a related field preferred **or**;
- An equivalent combination of education, training, and relevant work experience may substitute for a college degree.

Work Environment

Physical Requirements

- Mobility, vision, speech/hearing, sitting, manual dexterity.
- Ability to lift up to 30 lbs.

Work Environment

- Approximately 80% of work occurs in a typical office setting
- Around 20% involve outdoor or out office activities, usually for events or job site visits.
- Flexibility required to work in both indoor and outdoor environments.
- Schedule flexibility required to work training, room rentals, or events.

Applications are accepted until the position is filled.