**Program Specialist**

**Contact Information**
Company Name: Dubuque Area Labor-Management Council  
Job Location: 350 West 6th Street, Suite 236  
Dubuque, IA 52001

**Job Details**
Job Status: Part Time  
Shift: First Shift  
Min. Education: Some Post-Secondary  
Num. Positions: 1

**Details**
Paid: $20 per hour  
Hours: 30-40 hours per pay period (bi-monthly pay period) Approximately 15-20 hours per week

**DALMC Overview**
The Dubuque Area Labor Management Council is a non-profit association of employers and unions which provides a forum for people representing labor and management to communicate, educate and work together for better workplaces and a better community. The Council is seeking a part-time, Program Specialist to develop, organize, promote, and document the activities of the Council.

**Program Specialist:**
Do you enjoy working with high school students and promoting the skilled trades? Join us in assisting students find their passion and develop a path to get there. In this position you will college/career coach high school students interested in the skilled trades, set up job shadows, tours and special events. The Program Specialist will also assist with other events/programs such as the annual golf outing, awards banquet, labor-management training programs and scholarship program.

The successful applicant will be an independent “doer” who can take responsibility for getting things done. You must be able to focus on the “big picture” without neglecting details, handle a fast-paced work environment and be well organized in your approach to projects. This is a position that requires a problem solver who likes to engage in a variety of activities and work with a variety of people.

The position features a flexible schedule with Monday through Friday daytime hours. An occasional evening will be required.
Responsibilities:

- Mentor high school students in post-secondary and career exploration in the skilled trades.
- Schedule meetings with the students through the counselors office.
- Assist in event planning, company tours and job shadows.
- Enter information into a database for tracking purposes.

Skills:

- Some work experience in a non-profit setting, marketing and event planning preferred
- Strong communication and writing skills
- Great phone/email etiquette and strong interpersonal skills
- Proficient in Microsoft Word and Excel
- Ability to learn new software programs
- Strong work ethic, creative and confident
- Be able to lift and/or move up to 25 pounds
- Be able to pass a background check
- Feel comfortable working with high school students in association with the Tech Works Program

What Makes You Standout:

- Some work experience in a non-profit setting, marketing and event planning
- Knowledge of unions and employers
- Creating social media post and video development

To Apply:
Email or mail resume and cover letter to:
Kelly Cooper, Executive Director
Dubuque Area Labor-Management Council
P.O. Box 14
Dubuque, IA 52004-0014
info@dalmc.net

Dubuque Area Labor-Management Council is proud to be an Equal Opportunity Employer. We do not discriminate against any associate or applicant for employment based on race, color, sex (including pregnancy), age, national origin, religion, sexual orientation, gender identity, disability, status as a veteran, or any other federal, state, or local protected class.