



Skilled Training Education Manager

Overview: The Carolina Textile District Skilled Training Education Manager for The Industrial Commons is a full time, salary position that will be responsible for the success of our Industrial Sewing Program and Industrial Upholstery Program to meet the needs of our industry and equip community members with the skills they need to pursue employment in the furniture or industrial sewing industries.

The Carolina Textile District is an enterprise of The Industrial Commons - a nonprofit in rural North Carolina creating an ecosystem focused on rooting local wealth and ownership. The Industrial Commons provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Examples of Responsibilities and Duties:

Recruitment/Marketing

- Create recruitment strategies and execute those strategies to recruit students to take the Industrial Sewing and Upholstery Classes to meet metric requirements
- Identify Marketing needs to help with recruitment for the programs and execute when necessary
- Work with TIC marketing staff to ensure website stays up to date
- Establish/maintain relationships with local manufacturing partners and community college partners to maintain program industry relevancy and establish pipelines to employment for students
- Collaborate with Work in Burke to develop pipelines for recruitment and shared resources
- Create blueprint for various types of training programs
- Explore additional layers of support for trainee success
- Work closely with community college partners to coordinate registration
- Participate in TIC programs and events as agreed upon prior to event
- Work with CTD Director to set goals
- Other duties as assigned

Manage Program Execution

- Manage timelines for executing our Industrial Sewing Program in Morganton, NC and supporting the programs at Transformation Village in Asheville, Blue Ridge Community College in Flat Rock, NC and other sites as needed
- Manage timelines for executing our Industrial Upholstery Program in Morganton, NC
- Assist Industrial Sewing Program Trainer, and Upholstery Instructor with delivering the training program as needed
- Instruct Industrial Sewing Training as needed
- Ensure all supplies and materials needed are acquired for each class
- Maintain Sewing Lab and Upholstery Training Area
- Take annual inventory of program assets
- Manage program grant budget allocations
- Keep detailed grant metrics and write reports
- Maintain records of attendance, skills tests, etc.
- Maintain strong relationships with our community college partners by maintaining regular communication, in person visits, and addressing needs/issues in a timely manner when they arise
- Coordinate tours with manufacturers and work to make meaningful job connections for trainees when possible
- Meet students where they are and assist them with resources and wrap-around services if possible
- Identify resources needed to improve the program and develop plans for implementation
- Facilitate curriculum updates and new workshop additions as needed
- Other duties as assigned

Organizational Development:

- Set quarterly goals with Director and attend check-ins
- Review current resources and participate in the development of new resources and tools
- Participate in quarterly trainings/workshops, monthly and weekly staff meetings
- Build and maintain relationships with partners and funders
- Represent the organization at public events and in meetings with current or potential funders
- Speak about and promote the organization, its vision and values in the community and with current or potential partner organizations
- Attend The Industrial Commons events, trainings, and ecosystem staff meetings

Skills and Experience Required:

- Excellent Writing and Communication Skills
- Proficient in Google Drive, Google Sheets, and Google Docs
- High attention to detail and organizational skills
- Experience using excel sheets to record data
- Experience working in industrial sewing environments

- Able to operate and facilitate basic troubleshooting for - Single needle, 3 thread overlock, 4 thread overlock, coverstitch, and walking foot machines
- Basic knowledge of upholstery and/or the furniture industry
- Experience as an educator or trainer in any field
- Public Speaking experience
- Ability to work in a small team day-to-day
- Have open and honest communication
- Excellent problem solving skills
- Willingness to travel throughout North Carolina as needed
- Ability to Occasionally lift 15 lbs-50 lbs
- Must be able to remain in a stationary position with computer work
- Must be able to constantly move about the office and warehouse to access office machinery, products, and to communicate with staff
- Must be able to observe details and differentiate between fabric/thread colors
- Must be able to occasionally commute to manufacturing facilities and travel long distances including overnight stays
- Must be able to reach/access materials on high shelves

Additional Skills and Experience that are Preferential but Not Required:

- Bilingual (English/Spanish)
- 4+ Years working in an industrial upholstery environment
- OSHA 10 Certification

Compensation, Benefits and Conditions:

- Pay \$47,840-52,000 based on experience
- Position will start with a 90-day probationary period
- 144 hrs of PTO upfront at the beginning of each year
- 8 Paid Holidays and additional 3 Optional Holidays
- Health, Dental, and Eye Benefits
- Not all benefits are listed here, but we offer a comprehensive range of additional benefits

If interested, please send a copy of your resume and a cover letter to catherine@carolinatextiledistrict.com