



## FOR IMMEDIATE RELEASE

### CONTACT:

National Elevator Industry Educational Program  
508-699-2200

**Attleboro Falls, MA - (July 11, 2008)** — The Trustees of the National Elevator Industry Education Program (NEIEP) are seeking a highly motivated Director to manage and oversee the day-to-day operations of this education program, including interpretation, modification and enforcement of the standard operating procedures. This successful candidate will also be responsible for managing all NEIEP employee issues and legal matters of the business, ensuring the protection of the organization and developing education materials, tools and technology to help drive our initiatives forward.

### Responsibilities:

- Develop strategies and methods to meet the goals of NEIEP
- Interpret and communicate NEIEP standard operating procedures and policies in a fair and consistent manner
- Act always in the best interests of NEIEP and without regard for any party's individual interests
- Represent and promote NEIEP at industry gatherings, education conferences and in dealings with the U.S. Department of Labor and state apprenticeship agencies
- Recommend necessary changes to NEIEP's procedures and policies for Board of Trustees consideration and approval
- Create and manage an approved annual budget for administration, operations and program development
- Effectuate the directives or initiatives from the Board of Trustees
- Monitor and oversee the actions of area coordinators and local committees to ensure compliance with the standard operating procedures
- Serve as NEIEP liaison to the Trustees, attorneys, auditors, investment advisors and portfolio managers
- Assign work and special projects to NEIEP employees and evaluate their performance
- Prepare agendas and materials for Board of Trustees' meetings
- Compile statistical materials regarding the apprenticeship programs and file necessary documents with the Department of Labor
- Provide other duties as required by the Board of Trustees

### Preferred Qualifications/Work Experience:

- Must have a minimum of 7 years elevator industry experience preferably in a leadership role or significant experience leading an education program or institution
- Experience in communicating effectively to groups both verbally and in writing
- Ability to influence and achieve results by setting objectives and providing the proper motivation and guidance to staff to meet those objectives
- Strong interpersonal skills and the ability to resolve conflicts
- Requisite skill to develop training materials and technology necessary to the continued quality and success of the educational program
- Commitment to identify and meet all future challenges to the program
- Willingness/ability to travel (expect 10-20%)
- Knowledge of Department of Labor regulations and filings related to apprenticeship programs
- Excellent computer skills

Qualified candidates interested in applying for this position should forward their resumes and contact information to [DirectorPosition@neiep.org](mailto:DirectorPosition@neiep.org).

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