

National Tile Contractors Association

APPLICATIONS Email to: jim@tile-assn.com

Title of Position

Technical Representative/Presenter/Trainer

Department

Training & Education

Reports to

Assistant Executive Director of the NTCA, who is responsible for membership and education programs. Will work closely with both Assistant Executive Director, Training and Education Coordinator, support staff, and Executive Director of NTCA to develop educational and training programs for the association and the industry.

Overall Responsibility

Provides technical support services for the association and develops educational programs dedicated to the professional installation of ceramic tile, natural stone tile and its related products.

Key Areas of Responsibility

1. NTCA Educational Workshops-

Develop Power Point Presentations (utilizing video and quality graphic images) and Hands On Demonstrations for educational programs to be offered in various locations throughout the country.

2. Membership and Five Star Training-

Work with NTCA Staff to develop physical skills training programs for NTCA Members.

3. Conference and Trade Show Education-

Work with NTCA Staff to develop and present hands on seminar oriented programs at key trade shows and conferences. Examples include Coverings, Total Solutions Plus, Surfaces, KBIS, CSI and more.

4. Technical Support-

Individual will be a key contact person to field technical telephone calls and email inquiries related to tile and stone installation. Often, follow up is necessary with letters and emails and may include documented support. Membership support is a priority.

Additional Requirements

NTCA supplied vehicle and audio-visual equipment maintenance and operation.

Involvement in NTCA and industry committee focused on installation standards and methods.

Technical Articles to be submitted for NTCA and industry trade publications.

Qualifications

Position will require the following qualifications:

1. Highly recommended the applicant be bilingual in Spanish.
2. Proven track record of installation expertise and knowledge of industry standards.
3. Experience in speaking clearly and concisely in small groups and large crowds.
4. Strong writing skills and a proven track record of strong organizational skills.
5. Certification in the CTEF programs will be required to provide credibility in the field. This can be arranged during the training phase of the position if the candidate does not currently have the certification.
6. Strong computer skills and experience in presentation development a plus.

References

Please provide two references from the tile industry with email and telephone contact information.