



## **Job Title: LabCAT and RMAEC Program Coordinator**

Position Type: Part-Time (Non-Exempt)

Schedule: Monday – Friday, 5 hours per day (25 hours per week, some flexibility)

Pay Scale; \$25.00 to \$30.00 hourly

Benefits: This position does include 25 hours of Paid Time Off (PTO) per year.

### **Position Summary:**

We are seeking an organized and detail-oriented Program Coordinator to coordinate the daily administration of the LabCAT and RMAEC education programs. This role serves as the logistical hub for our training sessions, handling everything from registration and event preparation to financial reconciliation and certification reporting. The ideal candidate is self-motivated, comfortable with administrative tasks, and capable of managing multiple schedules and deadlines.

## **Key Responsibilities**

### **Program Coordination & Session Management**

- Manage the full registration lifecycle: enter registrations, send confirmations, and monitor participant counts for LabCAT sessions and RMAEC seminars.
- Coordinate session staffing by scheduling proctors (supplemental examiners) for LabCAT sessions.
- Perform ongoing assessment of class sizes to determine if sessions need to be added or removed from the schedule.
- Verify that LabCAT participants have submitted forms satisfying necessary prerequisites.
- **Session Preparation:** Prepare class rosters, print manuals, assemble laboratory test packets, and create address labels.
- **Event Logistics:** Order lunches for events, manage lunch set-up, and assist in post-lunch clean-up.
- **Post-Session Administration:** Update electronic certification files, record pass/fail results for written and lab exams and prepare/mail certification documents to companies and participants. End of each month, submit the list of “Certified Technicians” to the CDOT Geotechnical and Materials Branch Manager.

- Process and analyze program critiques, report schedule and critique statistics to the Executive Director.

### **Financial & Data Administration**

- **Invoicing:** Generate invoices for LabCAT and RMAEC sessions; submit specific invoices to the Director of Training as required.
- **Reconciliation:** Reconcile invoice payments against registration spreadsheets and file accordingly.
- **Month-End Duties:** Process remote check deposits, submit month-end documents to the CAPA accountant, and collect aged Accounts Receivable (A/R) on a quarterly basis.
- **Reporting:** Submit lists of certified LabCAT technicians and APM Inspectors to the Director of Training for submission to CDOT.

### **General Office Operations**

- Serve as the primary point of contact for incoming email and voicemail correspondence for the LabCAT and RMAEC programs.
- Maintain office efficiency by ordering office supplies, RMAEC/CAPA letterhead, and managing toner/paper inventory.
- Manage office equipment, including requesting service calls for the Konica copy machine and submitting quarterly payments for the postage machine.
- Submit monthly payments for office supplies.

### **Marketing & Support**

- Create and update annual program brochures, flyers, and forms (including APM Inspector, PC/OA Testing, LabCAT Technician Certification, Best Practices, and Registration forms).
- Provide administrative backup to the LabCAT Instructor and Director of Training as needed.
- Assist Women of Asphalt instructors with rosters, manuals, and certification filings.

### **Qualifications**

- Strong organizational and time-management skills.
- Proficiency in data entry and file management.

- Ability to work independently and meet deadlines.
- Excellent written and verbal communication skills.
- Comfortable with financial tasks (invoicing, deposits, reconciliation).

**Physical Requirements**

- Ability to lift and move training manuals and lunch supplies.
- Ability to sit for extended periods for data entry tasks.

**General Information:**

- Located in the South Denver Tech Center area near Interstate 25 and Arapahoe Road.
- Perfect for a mid-day part-time position.

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**Deadline for applications:**

Please submit applications by no later than Friday, February 20, 2026 to [info@co-asphalt.com](mailto:info@co-asphalt.com) for consideration