2016 Career Counselor/Job Placement Specialist
Full Job Description

Organization Description

Oregon Tradeswomen, Inc. (OTI) is a nonprofit community-based organization that prepares women for careers in the construction trades through education, leadership and mentorship. OTI was founded in 1989 on the principle that women deserve and can attain economic self-sufficiency through pursuing high wage careers in the construction trades. We have helped hundreds of women secure skilled jobs in the construction and other trades industries. We serve girls and women through three programs. Learn more about our programs here: www.tradeswomen.net

OTI is a vibrant, supportive and collaborative workplace with a great team that works hard and has fun doing meaningful work we believe in. We have immense pride in our graduates and enjoy our part in changing the face of the construction industry. Our organization values empowerment, equity, community, excellence and respect, and fosters growth for our students and staff.

Position Overview

Career Counselor/Job Placement Specialist is responsible for screening prospective students for suitability for TACC; for providing counseling and support services for students during and after the program; providing job placement services linking industry careers and apprenticeships with graduates of TACC; tracking retention of graduates in employment, and case management for success for about 80 students annually.

Specific Duties and Responsibilities

A. Assess students/clients for suitability for the trades and OTI programs:
   - Conduct one-on-one intake assessments with prospective students.
   - Make referrals to other agencies if clients are not suitable or not ready for OTI’s programs.
   - Document assessments in case note format; score applicants.

B. Assist students/graduates with career planning, career development, apprenticeship application, job placement and job retention:
   - Perform student career counseling and assist in developing an individual career plan.
   - Assist students with interview practice and applications to jobs and apprenticeship.
   - Be lead team member coordinating job placement and work with other staff to track process of graduates through the process of job search, employment and retention, documenting all services provided and retention updates in database.
   - Assist students/graduates with readiness and retention needs including “ready to earn” funds and referrals to other agencies/supports.
   - Maintain confidentiality of all records.

C. Coordinate connections with environmental industries:
   - Regularly attend industry events.
   - Coordinate industry advisory committees.
   - Identify opportunities for student field trips to industry connections.
   - Identify job opportunities.

E. Other duties as assigned by the Program Manager
**Requirements**
The ideal candidate will be self-motivated and organized with a strong ability to prioritize tasks. They have excellent interpersonal skills, the ability to take initiative, work independently and meet deadlines. OTI seeks candidates with the following qualifications and experience:

- Bachelors degree or equivalent experience, preferably in a social work field.
- Minimum two years experience performing the duties of client assessment, career advising, job placement and customer tracking.
- Demonstrated commitment to gender and racial justice and economic empowerment for women.
- Experience coaching students with life struggles or issues in class that might interfere with success.
- Experience working on multiple projects simultaneously and successfully prioritizing tasks.
- Experience assisting clients with case plans/career planning.
- Excellent interpersonal skills with an ability to interface with a variety of individuals, OTI staff, and other organizations daily.
- Knowledge of Portland support services and community resources.
- Knowledge of Oregon’s construction, manufacturing and other trades industries, especially apprenticeships, a plus.
- Strong written and oral communication skills.
- Excellent computer skills including Word, Excel, e-mail and databases.
- Able to work collaboratively with a team.

**Salary & Benefits**
This is a full time, hourly position with occasional evening and weekend hours. Starting salary is $16.75-$17.35 per hour depending on experience. The position offers the following benefits:

- OTI pays for medical and dental coverage through Providence Health Plans.
- Two weeks’ vacation for the first two years, three weeks in the third & fourth year and four weeks after completing four years.
- Ten paid holidays.
- Ten days of sick leave accrue each year.
- We offer a Simple IRA 3% match retirement plan.
- Great atmosphere and work environment!

**Application Instructions:**
To apply, please send:

1) Your resume
2) A cover letter (2-3 page suggested length) detailing what in your background and experience qualifies you for this position. A complete response should include reference to all responsibilities and qualifications listed above.
3) OTI standard application form, available at: [www.tradeswomen.net/about/](http://www.tradeswomen.net/about/)

**Application Deadline:** Position open until filled; application review will begin May 26th. Application may be sent by e-mail to abby@tradeswomen.net, faxed to (503) 249-0445, or mailed.

Women and people of color are strongly encouraged to apply. OTI is an EEO Employer