



Oregon Tradeswomen, Inc.

Oregon Tradeswomen, Inc. seeks Consulting and Training Services Coordinator Full Job Description

Oregon Tradeswomen, Inc. (OTI) seeks experienced Consulting and Training Services Coordinator to work with Advocacy and Consulting Program Manager and partners to establish and coordinate a collaborative project aimed at increasing the number of women in registered apprenticeship by providing training and consulting services. This position will also assist in the creation and launch of a Consulting and Training Program at OTI.

Organization Description

Oregon Tradeswomen, Inc. (OTI) is a nonprofit community-based organization that prepares women for careers in the construction, manufacturing, and utility 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 blue-collar trades professions. This project will expand our reach and replicate our successful models. Learn more about OTI 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 trades. Our organization values empowerment, equity, community, excellence, and respect, and actively fosters growth for our staff, and community of tradeswomen.

Specific Duties and Responsibilities

- A. Build and Solidify Consulting and Training Services
 - 1) Coordinate collaborative work with Chicago Women in Trades (CWIT) and other tradeswomen organizations on Department of Labor - Equity Contract to increase the numbers of diverse women in the construction trades
 - 2) Assist Program Manager to plan and execute the Annual Diversity in the Construction Trades Summit with at least 90 attendees
 - 3) Assist in adaptation and creation of multi-media industry trainings and consulting.
 - 4) Support delivery of industry presentations, training, and technical assistance on best practices to increase the number of diverse women in construction.
 - 5) Work with the Advocacy and Consulting Program Manager to fulfill the Respectful Workplaces Project by supporting event logistics, tracking, and planning for project continuation.
 - 6) Collaborate with Advocacy and Consulting Team and the Development and Communications Team to develop consulting and training packages as well as marketing plans
- B. Create Processes, Procedures, and Policies
 - 1) Develop evaluation and review procedures for trainings, consultations, and other program activities
 - 2) Work closely with the Development and Communications Team to create data entry processes for volunteers, trainings, advocacy work, events, leadership development, and consultation for Neon Database
 - 3) Enter data and tracking information into Salesforce for activities related to Equity Contract
 - 4) Enter volunteer information and hours into database and compile monthly and yearly activity reports
 - 5) Develop tracking procedures for consulting, training and events
 - 6) Work with Communications Manager to create new electronic volunteer tracking process
 - 7) Train staff on new process, procedures, and data entry process for training and consulting
- C. Strategic Partnership Development
 - 1) Develop and maintain relationships with local and national partners receiving consulting and training services
 - 2) Collaborate closely with other tradeswomen organizations on increasing women in apprenticeship
 - 3) Participate in coalitions and committees as assigned

- D. Outreach & Community Engagement
- 1) Assist with planning and execution of the annual Tradeswomen Leadership Institute with at least 50 attendees and collaborate with Build With Us event planning team.
 - 2) Provide staff support for tradeswomen led volunteer Tradeswomen Leadership Institute Planning Team and the Outreach Volunteer Team
 - 3) Provide staff support for 3 Tradeswomen social hours and the Annual Picnic
 - 4) Develop relationships with other organizations to increase participation of community volunteers and interns.
 - 5) Incorporate knowledge and feedback gained by attending tradeswomen focus groups and one on one meetings into OTI programming
 - 6) Manage interns and volunteers as assigned for TOOLS
 - 7) Support for the Women in Trades Career Fair, as assigned
- E. Assist Development Team and Advocacy and Consulting Program Manager as needed to raise funds.
- F. Other duties as assigned.

Qualifications and 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:

Required:

- Bachelor's degree or equivalent combination of education & experience.
- Excellent interpersonal skills with an ability to interface with a variety of individuals, OTI staff, and other organizations on a daily basis.
- Intermediate to advanced computer skills including Word, Excel, Power Point and databases.
- Minimum of two years experience coordinating people, programs, and collaborative partnerships.
- Minimum two years experience coordinating events and trainings.
- Experience teaching adults and knowledge of effective teaching methods.
- Experience in community organizing or volunteer management.
- Strong written communication skills – ability to write effective, informative and timely reports in the format required by funders, able to create informative presentations and training materials.
- Able to travel throughout the Portland Region and occasionally out of state.
- A demonstrated commitment to gender and racial justice, and economic empowerment for women.

Desired:

- Knowledge of the construction & manufacturing industries and apprenticeships, a plus.
- Knowledge of unions.

Salary & Benefits

This is a full time, salaried position with occasional evening and weekend hours. Starting salary range is \$44,000 – \$48,000 depending on qualifications. The position offers the following benefits:

- OTI pays the full cost of medical and dental coverage through Providence Health Plans.
- Two weeks' vacation for the first two years; three weeks in the third and fourth year; 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 and explain what about your experience and training prepares you to excel. 3) OTI standard application form, available at: www.tradeswomen.net/about/

The first round of application review will be reviewed starting March 3, 2017 position open until filled. Applications may be sent by e-mail to tiffany@tradeswomen.net, faxed to 503.249.0445, or mailed.

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