

## **Job Title: Job Developer/Job Placement Specialist**

**Job Summary:** The Job Developer/Job Placement Specialist provides employment connections between construction contractors and graduates of our Trades and Apprenticeship Career Class. This position will be responsible for outreach to industry stakeholders including employers in both the construction and industrial fabrication sectors as well as industry associations. Additional duties include creating strong relationships with industry, identifying employment opportunities, ensuring good matches between graduate's skills and employer needs, and providing exceptional customer service.

## **Specific Duties and Responsibilities**

### *Job Development*

- Develop and maintain strong relationships with employers and registered apprenticeship programs
- Respond to inquiries from contractors seeking workers
- Speak to community groups about OTI's programs and employer services
- Represent OTI at relevant meetings including pre/post bid, contractor groups, community organizations, coalitions, and events where there may be opportunity for networking or employment and apprenticeship opportunities
- Develop internships and On-the -Job-Training opportunities with employers
- Recruit from our student and alumni base for open trades positions and/or registered apprenticeship openings. Work closely with Career Counselors to connect graduates with these opportunities.
- Advocate for graduates with employers and apprenticeship programs
- Track the progress of students in their career plan; document as required. Maintain confidentiality
- Act as lead in tracking job placement updates; delegate follow up as necessary
- Manage OTI's electronic Jobs Board which includes determining job posting relevancy and approving postings. Keeping the Jobs Board updated

### *Job Placement Specialist*

- Be lead team member coordinating job placement; work with other staff to track process of graduates through the progress of job search, employment and retention, documenting all services provided and retention updates in database
- Working with students and graduates to update their trades resume
- Work with Career Counselors and access student evaluations to assess a graduates' suitability for job openings
- Follow up with contractors to ensure good customer service; reply to inquiries in a timely manner
- Communicate with contractors about the specifics of their job openings; ensure referrals are suitable candidates
- Monitoring employment opportunities within the community via agency listings, CraigsList, WorkSource, and other sources as identified

### *Other Duties*

- Be responsive to student needs including support, phone calls, emails and in-person consultation as needed; refer graduates to Career Counselors as necessary
- Provide support during the annual Women in Trades Career Fair
- Attend Staff, team, and other organizational meetings as assigned
- Assist with OTI pre-apprenticeship program graduation ceremony on quarterly basis
- Perform general record-keeping as outlined in organizational Personnel Policy and as required by funding sources including, but not limited to, timesheets, board reports, expense reports, mileage reports, etc.
- Maintain confidentiality of all student and contractor records
- Other duties as assigned by supervisor related to outcomes and mission

### **Requirements**

#### *Preferred Qualifications*

- Two years experience working in the construction industry; Strong industry awareness; Field Experience preferred
- Confidence speaking to contractors and groups about the importance/benefits of diversity in the construction industry
- Demonstrated cultural competence and experience working effectively with a diverse group of people
- Familiarity with the full breadth of trades and an ability to guide students effectively towards their trade interest
- Experience maintaining and supporting an inclusive workplace/jobsite environment
- Strong time-management skills; independent worker and problem-solver
- Comfortable/competent presenting to groups and building strong relationships
- Demonstrated time management skills; self-driven
- Reliable transportation
- Exceptional record-keeping processes
- Understanding of registered apprenticeship system
- Understanding of the specific barriers that women and People of Color experience in the construction industry
- Commitment to gender, racial, and economic justice within an intersectional feminist framework

### **Salary & Benefits**

This is a full-time, hourly position that may require occasional evening and weekend hours. Starting salary is \$21.15-\$22.60 (\$44,000-\$47,000 annually) depending on experience. The position offers the following benefits:

- OTI pays for medical and dental coverage through Providence Health Plans
- Two weeks paid vacation for the first two years, three weeks in the third and 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 highlighting your background and experience which qualifies you for this position.
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 Friday, September 1<sup>st</sup>. Application may be sent via email to [madelyn@tradeswomen.net](mailto:madelyn@tradeswomen.net), faxed to 503.249.0445, or mailed to: Oregon Tradeswomen, 3934 NE Martin Luther King Jr. Blvd. Suite 101, Portland, OR 97212; Attention: Madelyn Elder

*Oregon Tradeswomen values the experiences, perspectives, and skillsets of everyone, including women and People of Color.*