



Oregon Tradeswomen

Oregon Tradeswomen helps to transform lives by building community and economic independence through *empowerment, training, career education, advocacy, and leadership development* in the skilled trades. Thirty years strong, Oregon Tradeswomen offers innovative trades-based training programs, trades awareness activities, and technical assistance to organizations seeking to be inclusive of women in their trade occupations. We offer professional and leadership development for tradeswomen, promote the skilled trades as a highly desirable career path for women and girls, and provide technical assistance to industry.

JOB TITLE: Classroom Training Coordinator

JOB SUMMARY: The Classroom Training Coordinator will coordinate all aspects of classroom training for Oregon Tradeswomen's Bureau of Labor and Industries (BOLI)-approved pre-apprenticeship and job readiness training program for the skilled trades. This position requires the ability to work with diverse adult jobseekers who may be experiencing multiple barriers to employment. Duties include but are not limited to: delivering and teaching content, preparing documents and equipment for class, developing, coordinating, and updating training curriculum, and helping cultivate a vibrant, effective, and respectful training experience for adult learners.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Teaches pre-apprenticeship classroom content in accordance with program policy
- Participates in the assessment of student learning outcomes; develops/adapts/maintains/updates program curriculum as guided by industry
- Pro-actively identifies and assists in developing ongoing training opportunities in the skilled trades and in alignment with Oregon Tradeswomen's mission and strategic plan
- Prepares documents/handouts, equipment, class calendars, student handbooks, etc. associated with classroom training
- Record-keeping and data entry as required for tracking data
- Support technical/field training
- Model professional industry standards
- Maintain office hours to support student skills-building needs
- Attend regular team and staff meetings; professional development workshops, and organizational events;
- Support student trades and industry field trips
- Assist with program graduation ceremony
- Participate in planning and executing components of the annual Trades Career Fair
- General record keeping including timesheets, expense reports, mileage reports, etc.
- Other duties as assigned

PREFERRED QUALIFICATIONS:

- Strong commitment to women's empowerment; racial, gender and economic justice
- Demonstrated experience, competency, and commitment to serving a diverse population
- Strong time-management skills; works independently and as part of a team
- Organized; attention to detail; strong follow-through
- Preferred 3-5 years experience as a professional, skilled trades worker; one year *minimum*
- Demonstrated experience leading adult learners utilizing a variety of teaching techniques
- Demonstrated experience developing curriculum and outlining teaching objectives; assessing outcomes and test validation
- Demonstrated cultural competence and experience working effectively with diverse groups of people
- Familiarity with the skilled trades and registered apprenticeship
- Experience maintaining and supporting an inclusive learning environment
- Knowledge of industry safety standards and related requirements
- Comfortable/competent presenting to groups of people

SALARY AND BENEFITS

This is a full-time (40 hours per week), hourly position with occasional evening and weekend hours. Starting hourly rate ranges from \$21.00 to \$25.00 per hour, depending upon qualifications and/or experience, with options for Cost of Living Adjustment (COLA) annually (if agency budget allows) and annual performance-based merit raises.

Oregon Tradeswomen offers the following benefits:

- Full cost of medical and dental coverage through Providence Health Plans for staff only
- Agency coverage of 50% of medical and dental to spouses/domestic partners and children.
- Two (2) weeks' vacation for the first two years; three weeks in the third and fourth year; four weeks after completing four years.
- Ten (10) paid holidays
- Ten (10) days of sick leave accrue each year
- Additional holiday vacation days between December 25th and January 1st during shut-down
- We offer a Simple IRA 3% match retirement plan.
- Great atmosphere and work environment!

WORKING CONDITIONS

- Hours of employment: requires working flexible hours, on occasion evenings and weekends
- Travel: local travel is required, and potentially non-local travel for special events
- Ability to work in an "open office" and team-based, collaborative environment

WORK STANDARDS

- Compliance with all Oregon Tradeswomen policies and procedures, adherence to Risk Management standards, and compliance with all applicable laws.
- Oregon Tradeswomen is committed to racial, gender, and economic justice and our workplace reflects this commitment.

DISCLOSURE

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION INSTRUCTIONS

To apply, please send:

- 1) Your resume
- 2) A cover letter detailing what in your background and experience qualifies you for this position
- 3) OPTIONAL: Applicants are encouraged to share their demographic information if they so choose.

No video applications please.

Applications will be accepted until **5:00 pm, Friday, April 27, 2019.**

Applications may be sent by e-mail to pat@tradeswomen.net or mailed to:

Oregon Tradeswomen
Attention: Pat Johnson
3934 NE Martin Luther King Jr Blvd. Suite 101
Portland, OR 97212

Women, people of color, and trans/non-binary/non-gendered persons are strongly encouraged to apply. Oregon Tradeswomen is an Equal Employment Opportunity Employer.