

Over thirty years strong, Oregon Tradeswomen promotes success for women in the trades through education, leadership, and mentorship. We were founded in 1989 on the principles that women deserve and can attain economic self-sufficiency by pursuing careers in the construction, manufacturing, mechanical, and utility trades while helping and encouraging the trades industry to build a diverse workforce.

OTW 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 our impact in the community 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.

Mission: 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.

Job Title: Training Coordinator

Reports to: Training Manager

The Training Coordinator provides instructional and administrative support to ensure the success of the Pathways to Success programming. The Training Coordinator reports to the Training Manager. They are responsible for implementing hands-on work experiences for students of OTW such as students of the Oregon Tradeswomen's Trades and Apprenticeship Career Class (TACC); coordinate site visits to apprenticeship training centers and employer sites, and perform administrative duties related to the delivery of the programs.

This position requires modeling of industry expectations, prioritizing safety, operating with professionalism and the ability to serve diverse adult job seekers who may be experiencing multiple barriers to employment. The Training Coordinator will work closely with students, graduates, and industry partners to foster strong relationships, career opportunities, and exposure to a variety of skilled trades. The Training Coordinator collaborates with all teams within the organization, under the guidance of the Training Manager and/or the Director of Programs.

Construction Project Delivery:

- Assist in selecting, developing, and delivering a varying number of hands-on projects in collaboration with Training Manager.
- Assess project suitability including reviewing jobsite documents, drawings, blueprints, or permits.
- Participates in the assessment of student learning outcomes
- Supports the Training Manager who develop/adapt/maintain/update program curriculum as guided by industry
- Work with jobsite hosts to ensure the site is prepared. This includes delivery of all proper construction materials, adequate electrical, water/restroom facilities, and other needs.
- Anticipate the tools necessary for work being performed and phase of construction. Create tool lists for each project on weekly basis.
- Provide support to students to participate fully in jobsite experience.
- Manage the maintenance and inventory of Oregon Tradeswomen's tools: including cleaning, sharpening/changing blades, arranging for repair quarterly, and conducting a yearly general

inventory while monitoring the condition and function of all tools. Supervise the quarterly tool inventory by pre-apprentices at the end of each TACC class.

- Prepares documents/handouts, equipment, class calendars, student handbooks, etc. associated with classroom training
- Promote program-wide safety plan. Keep jobsite clipboards updated with safety info and policy; maintain First Aid Kits.

Coordinate Guest Speakers and Student Field Trips:

- Work with our team and industry partners to arrange student field trips to apprenticeship training centers and construction sites. Coordinate scheduling based upon internal scheduling, industry demand, apprenticeship openings, and career opportunities.
- Work with Oregon Tradeswomen pre-apprenticeship training program graduates and tradeswomen partners to schedule tradeswomen role model speakers for class.
- Maintain positive relationships with important industry and community partners.
- Exhibit strong organizational skills and follow up that represents Oregon Tradeswomen professionally and ensures ongoing opportunity for graduates.

Field and Classroom Instructor:

- Act as a Field Instructor teaching carpentry-based or other trades related skills to women and underrepresented communities interested in a trades career. Model industry expectations of professionalism, productivity, and safety.
- Write weekly student evaluations. Work specifically with struggling students to support improvement; alert Employment Case Managers about students with barriers to employment and troubleshoot support solutions.
- Be responsive to student needs during class including support, phone calls, and emails.
- Teach some aspects of trades-related training in the classroom, including construction site safety, construction culture, nutrition, blueprint reading, apprenticeship system, career opportunities in the trades, work ethic, preparing for your workday, perseverance, and other instruction necessary to prepare for a trades career.
- Work with students individually to craft a trade resume and collaborates with the employment case managers in approaching this topic consistently.

Other Duties:

- Attend regular team and staff meetings, professional development workshops, and organizational events. Maintain office hours to support the Training Manager and to fulfill the Pathways' team needs.
- Moderate graduation ceremonies in collaboration with the Training Manager.
- Participate in planning and executing components of the annual Career Fair.
- General record keeping including timesheets, expense reports, mileage reports, etc.
- Be available for evenings and weekends on occasion; occasional out of town travel.
- Other duties as assigned.

Minimum Qualifications:

- Minimum 5-years verifiable professional experience working in the field in the skilled trades
- Minimum 1-year of experience leading adult learners utilizing a variety of teaching techniques
- Ability to determine construction supplies and needed tools based upon a set of blueprints
- Experience supporting student learning and success

- Experience as a foreman, supervisor, instructor, or person leading/organizing a group of workers
- Familiarity with the full breadth of trades and ability to guide students in their pathway
- Comfortable/competent presenting to groups of people
- Ability to work in Microsoft programs and email, capacity to learn how to use a database after training is provided; other computer skills is a plus.
- Experience maintaining and supporting an inclusive learning environment
- Knowledge of industry safety standards and related requirements
- Demonstrated cultural competence and experience working effectively with diverse groups of people
- Strong commitment to women's empowerment; racial, gender and economic justice
- Strong time-management skills
- problem-solver who can work independently and as part of a team
- Organized; Attention to detail; strong follow-through

Preferred Qualifications:

- Preference will be given to candidates with training/teaching experience
- A good driving record with a valid driver's license, the ability to drive organization's vehicle to transport materials and tools
- Completed a registered apprenticeship program
- Curriculum development experience
- Spanish fluency

SALARY AND BENEFITS

- This is a full-time (40 hours per week), hourly position with evening and weekend hours. Occasional out of town travel required. Starting hourly rate ranges from \$25.00 to \$30.00 per hour, depending upon qualifications and/or experience.
- Employer pays full premiums on Regence Blue Cross/Blue Shield Health and Vision Plan for employees, after your first full month of employment. Spouses/domestic partners and dependents are eligible for coverage, which is provided at 50% by Oregon Tradeswomen and employees are responsible for the other 50%.
- Employer offers fully paid premiums for dental and vision coverage, for the employee, through Principal Insurance.
- Employer matches the first 3% of wages contributed to Simple IRA retirement savings plan.
- Employer Contributes \$25 per month towards employee's choice of accident, term life and/or short-term disability insurance through Colonial Life.
- Two (2) weeks paid vacation for the first two years (accrued at 6.7 hours per month); 3 weeks in the 3rd year; 4 weeks in 4th and thereafter
- Ten (10) paid sick days per year (accrued at 6.7 hours per month)
- Eight (8) paid Holidays (MLK Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Thanksgiving Day, Thanksgiving Day Before and Thanksgiving Day After)
- One (1) Personal Paid Holiday
- Paid time off during agency winter break (December 25 – January 1) annually
- Cost-of-living adjustment (COLA) increases are provided in January of each year contingent upon approval by the Board of Directors and availability of agency funding

As of January 1st, 2021, Oregon Tradeswomen requires an annual background check through Oregon State police to be in compliance with federal SNAP and Oregon State DHS Civil Rights contract requirements. Candidates must pass the background check upon offer of employment.

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 Monday, December 20th, 2021. Applications may be sent by e-mail to pat@oregontradeswomen.org.

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.

Oregon Tradeswomen adheres to all federal, state, and local COVID health and safety requirements.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Oregon Tradeswomen provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law.

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