



Oregon Tradeswomen

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 Manager

Reports to: Director of Programs and Strategic Impact

This position oversees the implementation of all technical and training aspects of the Pathways to Success programming, including the Trades and Apprenticeship Career Class and other specialized training tracks. Develops impactful training partnerships with Industry and Apprenticeship Training Centers. This position also requires the ability to work with adult jobseekers who may be experiencing multiple barriers to employment as well as diverse populations. Responsible for maintaining and overseeing BOLI certification. Manages and facilitates Industry Advisory Council to ensure on-going linkages with industry. The Training manager reports to the Director of Programs & Strategic Impact.

Program Management:

- Oversee implementation of all training programs; ensure programming is relevant and models industry standards and expectations
- Manage Industry Advisory Council to ensure industry input to program standards and continuous improvement to prepare adults for construction careers.
- Manage all aspects of hands-on technical training, under the direction of the Director of Programs & strategic Impact.
- Develop and oversee implementation of industry-specific or specialized trainings in accordance with partnership agreements and agency strategic plan
- Oversee the implementation of student training support needs during class
- Supervise, oversee, and supports Training Coordinators and/or Training Instructors
- Oversee and coordinate scheduling of contracted fitness instructors; math instructor/tutor, financial literacy, and any other external partner/contracted training
- Oversee BOLI program certification
- Manage and schedule drug-testing
- Manage and schedule OSHA 10 and other industry certifications and providers
- Manage curriculum development and maintain updated curriculum
- Develop quarterly TACC schedule and syllabus

- Responsible for maintaining records of attendance, homework's completion, graduation requirements and other documents in the clients' electronic case files and other designated locations.
- Oversee COVID-19 Safety protocol and implementation in shop and classroom
- Manage and develop the skillsets of training staff; ensure staff is supported with relevant certifications and safety training; Identify and implement Train the Trainer plan
- Maintain a training presence in case management/organizational meetings
- Attend and participate in industry meetings, events, regular team and staff meetings, professional development workshops, and organizational events.
- Attends and facilitates graduation ceremonies
- 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.

Construction Project Management:

- Oversee the selection, development, and management of varying number of hands-on projects in collaboration with Training Coordinator(s) for TACC hands-on training classes.
- Assess project suitability including reviewing jobsite documents, drawings, blueprints, or permits.
- Manage construction materials for each hands-on project.
- Coordinate all trades-specific hands-on with industry partners.
- Oversee in coordination with Director of Programs and Strategic Impact the materials and tools budget for program.
- Collaborate with Director of Development in seeking in-kind donations to support program hands-on components.
- Support Training Coordinators in tool needs. Oversee tools necessary for work being performed and phase of construction and tool lists for each project on weekly basis.
- Provide support to students to participate fully in jobsite experience.
- Ensure that Training Coordinators are maintaining inventory and provide annual update to Director of Finance and Operations for record-keeping.
- Promote program-wide safety plan. Keep jobsite clipboards updated with safety info and policy; maintain First Aid Kits.

Field and Classroom Instruction:

- Oversee field/shop and classroom instruction. Provides instruction when needed.
- Model industry expectations of professionalism, productivity, and safety.
- Write weekly student evaluations. Work specifically with struggling students to support improvement.
- 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, apprenticeship system, career opportunities in the trades, work ethic, preparing for your workday, perseverance, and other instruction necessary to prepare for a trades career.
- Oversee Math Instructor and math tutoring scheduling.

Other Duties:

- Attend regular team and staff meetings, professional development workshops, and organizational events.
- 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:

- Significant knowledge and aptitude for office technology required.
- Strong knowledge of applications such as Microsoft Word, Excel, PowerPoint, Outlook, and familiarity with the use of databases.
- Understanding of the construction industry, registered apprenticeship, and apprenticeship-readiness programs. Knowledge of industry safety standards and related requirements.
- Minimum 5 years verifiable professional experience working in the field in the skilled trades.
- Minimum 2 years' experience as a supervisor, foreman, instructor, or person leading/organizing a group of workers.
- Experience implementing adult-learning best practices and supporting student learning and success.
- Familiarity with the full breadth of trades and an ability to guide students effectively
- Knowledge of industry safety standards and related requirements
- Comfortable/competent presenting to groups of people and building strong relationships
- Able to handle multiple tasks, identify priorities, and operate under tight timelines, think strategically, analyze, and work with data, and develop high quality documents.
- Strong problem solving, organizational, writing, and communication skills required. Must have great attention to detail, discretion, and a high level of accuracy and precision.
- Strong time-management skills; problem-solver who can work independently and collaboratively.
- Experience maintaining and supporting an inclusive workplace/jobsite environment
- Demonstrated cultural competence and experience working effectively with diverse groups of people.
- Verifiable management experience using a strengths-based style that develops and inspires excellence.
- Comfortable/competent presenting to groups of people and building strong relationships.
- Strong commitment to women's empowerment; racial, gender and economic justice.

Preferred Qualifications:

- Knowledge of U.S. DOL Pre-apprenticeship Training Programs and Best Practices
- Fluency in working with WOMIS, I-Trac and iMatch
- Knowledge and understanding of Trauma Informed Care
- Curriculum development experience
- Spanish fluency

SALARY AND BENEFITS

- This is a full-time (40 hours per week), salaried position with occasional evening and weekend hours. Occasional out of town travel required. Salary range is \$60,000 to \$75,000 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, Thanksgiving Day Before and 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. 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.

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.

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.