



## Policy Analyst Job Description

### *WHO WE ARE*

Construction Trades Workforce Initiative (CTWI), is the nonprofit partner of the Alameda, Contra Costa and Napa/Solano Building Trades Councils. Founded in 2018, CTWI works to strengthen policies and workforce systems to expand opportunities for underrepresented populations in union construction careers. We bridge the gap between organized labor and key community stakeholders through authorizing and overseeing MC3 pre-apprenticeship programs, providing educational services and technical assistance and conducting research, all aligned around our goal of creating a more inclusive, highly trained and safe workforce in the construction industry.

### *WHAT WE ARE LOOKING FOR*

Our organization is quickly growing because we offer a unique set of services that is in high demand. We are looking to hire somebody in our newest role of Policy Analyst. This person will be able to thrive in a fast-paced environment, engage, develop, and execute a public policy agenda that supports the organization's strategic goals, oversee multiple projects that serve a wide range of clients, and can work collaboratively to shape and advance our organization's mission through strategic thinking, design and implementation.

### *WHO YOU WILL BE WORKING WITH*

We are a small and mighty team of four! Our backgrounds range from former educators, engineers, union leaders to community organizers. We are highly collaborative and support each other in achieving programmatic and organizational goals. We believe in unions and the important role they play in creating middle-class careers. We are committed to creating more union construction careers for underserved populations.

### *YOUR ROLE & RESPONSIBILITIES*

Under the support and direction of the Executive Director, the Deputy will work in partnership with the Building Trades Councils, Joint Labor Management Apprenticeship programs, Contractors/Developers, approved MC3 Pre-Apprenticeship and other key stakeholders to develop partnerships, programs and policies that increase union market share in the Bay Area and by expanding pathways into state-approved construction apprenticeships for underserved populations. **Parts of the job can be done remotely. We are looking for somebody in the Bay Area to take on this position.**

## Your Responsibilities Include

1. Engaging, developing, and executing a public policy agenda that increases union market share and promotes MC3 Pre-Apprenticeship programs
  - o Drafting and lobbying workforce language policies through working with Building Trade Council Leaders and Joint Labor Management Apprenticeship Programs to create placement opportunities for qualified MC3 graduates.
2. Collecting, analyzing and presenting data, through partnership with unions, that demonstrate the effectiveness of PLAs as a tool to increase diversity in the trades.
3. Designing and facilitating educational trainings, workshops and convenings for all stakeholders regarding the importance of construction unions and pre-apprenticeship pathways
4. Providing project management, process improvement, and strategic planning support, including the development of short and long-term goals, success factors/metrics, and action plans for assigned projects.
5. Working with University partners, foundations and other organizations to conduct research on labor market supply and demand.
6. Participating on select BTC committees and subcommittees as a liaison, consultant, and/or resource person
7. Performing such additional duties as may be assigned or required.

## ***YOUR QUALIFICATIONS***

1. Bachelor's degree required (preferably in education, non-profit management, public policy, or construction management) OR completion of a state-approved construction apprenticeship program
2. Minimum of two years of experience in developing and implementing policies
3. Minimum of two years of experience managing multiple fast-paced projects.
4. Demonstrated commitment to growing organized labor
5. Demonstrated ability to work independently, and as part of a team
6. Excellent communication skills, both oral and written
7. Extremely organized and able to multitask, prioritize and meet tight deadlines
8. Strong public speaking and presentation skills.
9. Strong problem-solving and interpersonal skills.

## ***YOUR COMPENSATION***

Salary to be negotiated depending on qualifications and experience.

**This is a full-time non-exempt position with premier retirement and health and wellness benefits through the Teamsters Local 853 plan.**

**To Apply:** Send resume, cover letter, writing sample, and 2 professional references to [Beli@ctwi-btca.org](mailto:Beli@ctwi-btca.org)

*CTWI is an Equal Opportunity Employer. To learn more visit our website [www.ctwi-btca.org](http://www.ctwi-btca.org)*