

Program/Community Outreach Coordinator

WHO WE ARE

Construction Trades Workforce Initiative (CTWI), is the nonprofit partner of the Alameda, Contra Costa and Napa/Solano Building Trades Councils (BTC). 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 Multi-Craft Core (MC3) pre-apprenticeship and construction test prep programs, fostering community partnerships, and developing workforce policy– all aligned around our goal of creating a more inclusive, highly trained and safe workforce.

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 for a new team member who thrives in a fast-paced environment, can manage 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 passionate and driven team of 7. Our backgrounds range from former educators 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 Senior Program Manager and Director of Stakeholder Relations, this position will work in partnership with the Building Trades Councils, Joint Labor Management Apprenticeship programs, approved MC3 Pre-Apprenticeship and construction test prep programs, Workforce Development Programs, School Districts and Job Seekers to develop partnerships and pipelines that ensure connections to, and entry into, state-approved apprenticeships for underserved populations.

Your Responsibilities Include:

1. Serve as a Hands-on Construction Instructor at School Districts and MC3 Pre-Apprenticeship Programs
2. Develop and deliver MC3 Construction Pre-Apprenticeship Curriculum through in-person and virtual workshops
3. Provide job placement and case management support for job seekers and staff at MC3 pre-apprenticeship and construction test preparation program partners
4. Plan and present educational workshops for programs and job seekers
5. Coordinate and present at trade and career fairs
6. Participate in designing and implementing mentorship programs for pre-apprentices and new apprentices

7. Provide input into program design, curriculum development, test preparation and technical assistance, as needed.
8. Work with affiliated Joint Labor Management Apprenticeship Programs and signatory contractors to create placement opportunities for qualified MC3 graduates.
9. Engage in effective coordination with internal team and external clients, and long-range strategic planning for the organization.
10. Participates on select BTC and Project Labor Agreement committees and subcommittees as a liaison, consultant, and/or subject matter expert
11. Perform such additional duties as may be assigned or required.

YOUR QUALIFICATIONS

- Bachelor's degree required (preferably in education, non-profit management, or construction management) OR completion of a state approved construction apprenticeship program
- Minimum of two years of experience managing multiple fast-paced projects.
- Demonstrated commitment to growing organized labor
- Demonstrated ability to work independently, and as part of a team
- Excellent communication skills, both oral and written
- Extremely organized and able to multitask, prioritize and meet tight deadlines
- Strong public speaking and presentation skills.
- 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 by **May 22nd, 2023**

CTWI is an Equal Opportunity Employer. To learn more visit our website www.ctwi-btca.org