



More than 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 talented 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: Pathways Program Admissions Coordinator

Reports to: Director of Programs and Strategic Impact

This position requires strong organization skills, administrative support, and strong customer service skills. This position also requires the ability to work with adult jobseekers who may be experiencing multiple barriers to employment as well as diverse populations. The Pathways Program Admissions Coordinator is responsible for managing student files, assisting with participant intakes, participant forms; participant registration with the workforce system (external database); data entry on participant attendance; homework assignments, and other support to ensure success of program participants.

Specific Duties and Responsibilities:

- Answer lobby door and greet community and industry guests, program participants, and jobseekers
- Provide general information about OTW programs to public inquiries
- Communicate directly with jobseekers and program applicants
- Coordinate applications and admissions process
- Schedule Intake Interviews for applicants
- Order program materials quarterly
- Assist with graduation quarterly
- Manage Boot Library and Keen Boot Codes
- Assist students with formatting Trades Resumes and completing Trades Portfolios
- Oversee data entry for participant attendance and homework assignments
- Create participant files upon entry and maintain in accordance with program guidelines
- Coordinate virtual program Information Sessions and schedule staff

Other Duties

- Attend regular team and staff meetings, professional development workshops, and 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

Minimum Qualifications:

- Demonstrated experience, knowledge, and aptitude for office technology
- Strong knowledge of applications such as Microsoft Word, Excel, PowerPoint, Outlook, and familiarity with the use of databases
- Strong time-management skills; problem-solver who can work independently and as part of a team
- Comfortable and competent presenting to groups of people and building strong relationships
- Able to manage multiple tasks, identify priorities, and operate under tight timelines, think strategically, analyze, and work with data, and attention to detail and a high level of accuracy
- Strong written and verbal communication skills
- Commitment to contributing to a collaborative and inclusive workplace environment
- Demonstrated experience working effectively with diverse groups of people
- Strong commitment to women's empowerment; racial, gender, and economic justice.

Preferred Qualifications:

- Experience with adult learners in workforce development program/agency
- Familiarity with the skilled trades, understanding of the construction industry, registered apprenticeship, and apprenticeship-readiness programs
- Fluency in working with WOMIS, I-Trac and iMatch
- Knowledge and understanding of Trauma Informed Care
- Spanish fluency

SALARY AND BENEFITS

- This is a full-time (40 hours), salaried position
- Salary range is \$52,000 - \$62,400 with opportunity for annual merit raises contingent with performance and availability of funding
- This position is eligible for a cost-of-living adjustment (COLA) increase annually each January and contingent upon agency budget approval by the Board of Directors
- Full cost of medical Regence Blue Cross/Blue Shield Health after first full month of employment
- Employer offers fully paid premiums for dental and vision coverage, for the employee, through Principal Insurance
- Employer Contributes \$25 per month towards employee's choice of accident, term life and/or short-term disability insurance through Colonial Life
- Employer matches the first 3% of wages contributed to Simple IRA retirement savings plan
- Agency coverage of 50% of medical and dental to spouses/domestic partners and children/dependents
- Two (2) weeks' vacation for the first two years; 3 weeks in the 3rd year; 4 weeks in 4th and thereafter
- Paid winter break December 25th – December 31st
- Ten (10) paid sick days per year (accrued at 6.7 hours per month)
- Eight (8) paid Holidays (New Year's Day; MLK Day; Memorial Day; Juneteenth; Independence Day; Labor Day Thanksgiving/Harvest Day/Gratitude Day; Day After)
- One (1) Personal Paid Holiday

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 on Monday, January 16, 2023. Applications may be sent by email to: pat@oregontradeswomen.org or mailed to Oregon Tradeswomen ATTN: Pat Casteel Operations Manager 454 SE 187th Avenue Portland OR 97233