



More than years strong, Oregon Tradeswomen promotes success for women and gender minorities in the skilled trades through education, leadership, and mentorship. We were founded in 1989 on the principles that all people deserve and can attain economic self-sufficiency by pursuing careers in the skilled trades 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: Training Instructor

Reports to: Training Manager

This position provides construction industry employment readiness training such as industry culture, interviewing for the trades, and other "soft skills" related instruction. This position also requires training for hands-on trades training (shop skills). The position is responsible for coordinating employment-readiness program components such as scheduling industry speakers, field trips, and other related training and education for program participants. This position models industry expectations and operates with a high level of professionalism. This position works directly with program participants, industry partners, tradesworkers, and contract instructors to foster strong relationships, career opportunities, and exposure to a variety of skilled trades. This position works collaboratively with the Pathways team, and across all teams within the organization.

Industry Employability Skills Coordination:

- Support design, development, and implementation of soft skills development for all TACC cohorts to support wide-range of skill development in program participants to be successful in the skilled trades.
- Coordinate field trips, industry speakers, trades speakers, industry mock interviews, and other employment and apprenticeship readiness learning opportunities to ensure that a wide-range of trades are presented to program participants.
- Provide ongoing support to program participants to acquire knowledge, skills, and abilities as outlined in BOLI Pre-Apprenticeship Certification.
- Maintain financial literacy, nutrition, and fitness equipments and resources inventory; and coordinating replacement as needed. Responsible for tracking serial numbers of all tools and equipment and submitting report quarterly to Training Manager.
- Support curriculum development related to training and technical skills delivery.
- Promote program-wide safety plan in all aspects of the training program.

- Maintain positive relationships with industry and community partners.
- Coordinate scheduling of external partners with internal team to meet BOLI requirements, reflect syllabus, and class schedule for each cohort.
- Coordinate scheduling of additional industry speakers as required by BOLI, industry, or grants/contracts to support preparation of program participants for industry success.

Training & Skills Instruction:

- Provide instruction on employment and apprenticeship readiness including hands-on and soft skills.
- Model industry expectations of professionalism, productivity, timeliness, learning, and safety.
- Provide regular feedback to program participants with goal of continuous improvement and skill development.
- Work collaboratively with internal team to address participant barriers to employment and work towards supportive solutions. Provide participant evaluation in writing for mid-term review with team and participants.
- Manage virtual training platform and equipment.
- Be responsive to participant learning needs and skills development, including understanding culturally specific needs, and from a trauma-informed lens.
- Provide instruction as needed to support employability / employment skills curriculum in the classroom content.

Other Duties:

- Attend regular team and staff meetings, professional development workshops, and organizational events.
- Assist with graduation ceremony, quarterly.
- 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 regular, rotating basis as needed; extended training out of town may be required.
- Other duties as mutually agreed upon with the Training Manager.

Minimum Qualifications:

- Strong time-management skills; problem-solver who can work independently and as part of a team
- Organized; Attention to detail; strong follow-through
- Minimum 2-years verifiable professional experience working in the field in the skilled trades
- Ability to determine construction supplies and needed tools based upon a set of blueprints
- Experience as a foreman, supervisor, instructor, or person leading/organizing a group of workers
- Experience supporting adult learning and success
- Demonstrated cultural competence and experience working effectively with diverse groups of people
- Familiarity with the full breadth of trades and an ability to guide students effectively
- Experience maintaining and supporting an inclusive workplace/jobsite environment
- Knowledge of industry safety standards and related requirements
- Comfortable/competent presenting to groups of people and building strong relationships
- Strong commitment to women's empowerment; racial, gender and economic justice

Preferred Qualifications:

- Completed registered apprenticeship training program / knowledge of registered apprenticeship system
- Knowledge and understanding of Trauma Informed Care
- Curriculum development experience
- Spanish fluency

SALARY AND BENEFITS

- This is a full-time position
- Starting salary is \$70,000 (annually with no overtime) and the 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 is 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 100% of medical and dental to spouses/domestic partners and children
- Three (3) weeks' vacation for the first three years of employment; 4 weeks in 4th year and thereafter
- Paid winter break December 25th – December 31st
- Ten (10) paid sick days per year (accrued at 6.7 hours per month)
- Ten (10) paid Holidays (New Year's Day; MLK Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Indigenous Peoples Day; Veterans Day; Thanksgiving; Day After Thanksgiving)
- One (1) paid Personal Holiday per year

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.

Email applications to careers@oregontradeswomen.org. Please indicate the position for which you are applying in the email subject line.

You can also mail applications to:

Oregon Tradeswomen
ATTN: Hiring Manager
454 SE 187th Avenue
Portland, OR 97233

No video applications please.

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