



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.

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 Director

Salary range: \$65,000 - \$70,000

The **Training Instructor** provides construction-related instruction and coordination of training program components to ensure the success of the Pathways to Success Trades and Apprenticeship Career Class and other training programs. This position is responsible for implementing hands-on work experiences, technical skills development, and training and education for program participants. This position is responsible for modeling industry expectations, prioritizing safety in the shop, classroom, and field, and operating 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.

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.

Essential Duties and Responsibilities

- Teaches pre-apprenticeship classroom content in accordance with program policy.
- Participate in the assessment of student learning outcomes; develops/adapts/maintains/updates program curriculum as guided by industry.
- Pro-actively identifies and assists in developing ongoing training opportunities in the skilled trades and in alignment with Oregon Tradeswomen's mission and strategic plan.
- Provide instruction as needed to support employability/employment skills curriculum in the classroom content.
- Support design, development, and implementation of soft skills development for all TACC cohorts to support wide-range skill development in program participants to be successful in the skilled trades.
- Prepares documents/handouts, equipment, class calendars, student handbooks, etc. associated with classroom training.
- Order program materials quarterly.
- Record-keeping and data entry as required for tracking data.
- Manage virtual training platform and equipment.

- Maintain a training presence in case management/organizational meetings.
- Review and provide feedback on TACC participants' resumes and portfolios.
- Manage Boot Library and Keen Boot codes.

Other Duties

- Attend regular team and staff meetings, professional development workshops, and organizational events.
- Assist with graduation ceremony.
- Participate in planning and executing components of annual OTW events.
- 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 assigned by 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