



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.

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.

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: Admissions Coordinator

Reports to: Director of Programs and Strategic Impact

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

The **Admissions Coordinator** 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. This position is responsible for the admissions and recruitment of Oregon Tradeswomen's TACC program. This role involves collaborating with various stakeholders, organizing events, providing career navigation assistance, and ensuring equitable access to training opportunities.

Essential Duties and Responsibilities

- Provide general information about OTW programs to public inquiries.
- Communicate directly with jobseekers and program applicants.
- Monitor and respond to the public and applications through the Applications@ inbox.
- Support applicants on how to navigate the application process from filling out interest form, registering and/or viewing information sessions, and submitting an application.
- Coordinate the Admissions schedule, timelines, interviews, and intake schedules with Direct Support.
- Review, schedule, and conduct interviews and document all information.
- Maintain Admissions database with current applications, interview results, maintain class list of admitted applicants, and maintain all correspondence up until acceptance, then hands off accepted people to respective Case Managers.
- Create participant files upon entry and maintain in accordance with program guidelines.
- Create intake forms for each participant to conduct a successful participant handoff to Workforce Development Specialists.
- Distribute, review, file, and maintain all Mandatory Orientation Paperwork.
- Register all TACC participants for MHCC associate degree credits.
- Register, track, and graduate TACC participants within BOLI's OPAT training portal.

Other Duties:

- Be prepared for and attend regular team and staff meetings, professional development, 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.
- Other duties as assigned by the Director of Programs and Strategic Impact.

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 & Benefits:

This is a full-time, salaried position requiring occasional evening and weekend availability. Ability to efficiently travel within the Greater Portland Metro required; may periodically be called upon for statewide or national travel. A comprehensive benefits package is offered for employees. Details are outlined in the "Collective Bargaining Agreement Between Oregon Tradeswomen, INC And The International Association of Machinists and Aerospace Workers District Lodge W24 – Local Lodge 63 AFL-CIO."

Application Instructions:

Along with your resume, please submit a cover letter articulating your professional qualifications for this position and your fit with OTW's mission to Info@OregonTradeswomen.org. Women and people of color are encouraged to apply. Position is open until filled.