



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 in 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:** Department of Energy Project Manager  
**Reports to:** Interim Director of Programs and Strategic Impact  
**Salary:** \$80,000 - \$90,000

The **Department of Energy Project Manager** is a principal investigator and lead project manager to manage the project outlined between the Department of Energy and Oregon Tradeswomen: *Preparing Diverse Women for Oregon's Transportation Electrification Workforce*. This is an individual with experience and expertise in managing workforce development projects, in collaborating with multiple partners, with fiscal and budget management and reporting.

#### Essential Duties and Responsibilities

- Be responsible for project planning and coordination with the pre-apprenticeship training team and employment case managers to ensure that students/participants are progressing toward the goal of electrical apprenticeship.
- Coordinate with the Marketing and Outreach team to ensure that Justice40 communities are learning about the opportunities.
- Coordinate with the NIETC and monitor their performance as a sub-recipient.
- Reach out to the IBEW Local 48 Electrical Workers Minority Caucus and Sisters in Solidarity Committee to inform them of the availability of EVITP scholarships.
- Convene the Project Advisory Team and present the Team with Project plans, outcomes and lessons learned, gathering their advice and information.
- Represent Oregon Tradeswomen at the DOE's Annual Merit Review, tentatively scheduled for June 2-5, 2025 in Washington DC.
- Represent Oregon Tradeswomen at the Clean Energy Workforce Coalition meetings, sharing the project outcomes and lessons learned, gathering their advice and information.
- Represent Oregon Tradeswomen in meetings and coalitions where Community Benefit Plans are discussed, monitored and being formed: through the Metropolitan Alliance for Workforce Equity, Metro's Regional Workforce Equity Coalition, the Safe From Hate Coalition, and the City of Portland Fair Contracting Forum.
- Responsible for developing presentations about the project to disseminate results.

- Manage communication with the grant officer and will represent the organization at the Kick Off and other federal meetings.

**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 *Interim 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
- 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](mailto:Info@OregonTradeswomen.org). Women and people of color are encouraged to apply. Position is open until filled.