



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: Workforce Development Coordinator**

Reports to: Interim Director of Programs and Strategic Impact

Salary: \$55,000 - \$60,000

The **Workforce Development Coordinator** is responsible for providing client-centered career and retention support during our 192-hour BOLI certified pre-apprenticeship training program and for 12-24 months post-placement in registered apprenticeship, or industry employment. This position works collaboratively with adult program participants to develop a career plan, provide individualized coaching and guidance, and build authentic relationships and trust with participants, community partners, and employers to support training and employment goals.

This position requires the ability to maintain consistent contact with TACC participants/graduates annually, data entry into both internal and external databases (such as I-Trac and a CRM), targeted classroom curriculum facilitation, attendance on classroom field trips, and regular communication with Oregon Tradeswomen staff and community partners. This position also requires the ability to work with diverse adult jobseekers who may be experiencing multiple barriers to employment.

**Essential Duties and Responsibilities**

- Schedules and conducts participant-centered intake assessments, coordinates the completion of all enrollment criteria, and works with the applicant to develop a comprehensive career plan.
- Refers participants to community, government, and non-profit services, as appropriate.
- Facilitates engagement in the WorkSource Portland Metro Programs.
- Works in collaboration with our partners for enrollment of participants in the WIOA system and utilizing I-Trac for documentation, case management, and tracking, when applicable.
- Provides job search and initial job placement support as well as retention support for minimum of 12 months after placement.
- Assists participants with applications to jobs and registered apprenticeships.
- Assists participants with formatting Trades Resumes and completing Trades Portfolios.
- Reviews and provides feedback on TACC participants' resumes and portfolios.
- Supports participant trades and industry field trips.

- Performs weekly data entry into internal and external databases.
- Facilitates specific training curriculum during class, as needed.
- Maintains weekly office hours for participants' employment questions and support.
- Conducts a midterm check-in and graduate employment readiness meeting with all participants per cohort.
- Creates, edits, and maintains participant files upon entry in Neon, the T-Drive, and all database tracking software in accordance with program guidelines.
- Develops, coordinates, and facilitates in-person and/or virtual career pipeline navigation sessions.
- Maintains appropriate boundaries with participants and graduates.
- Maintains the confidentiality of all records.
- Provides general information about OTW programs to public inquiries.

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