



NATIONAL CENTER FOR WOMEN'S EQUITY IN APPRENTICESHIP AND EMPLOYMENT

Chicago Women in Trades (CWIT) is a non-profit tradeswoman led organization dedicated to increasing women's economic equity through access to high-wage, skilled trade jobs. Founded in 1981 by tradeswomen, CWIT works in both its home base and through its CWIT's National Center for Women's Equity in Apprenticeship and Employment (the Center) across the country to deliver programming to help women become aware of and well prepared to enter skilled trades jobs and apprenticeships in the construction, manufacturing, and transportation sectors.

Job Title: Women in Nontraditional Careers (WINC) Tradeswomen Readiness Program (TRP) Coordinator (Philadelphia)

Position reports to: Associate Director, National Center for Women's Equity in Employment and Apprenticeship

About WINC & TRP: The Women in Nontraditional Careers (WINC) initiative is a CWIT supported, Philadelphia region, multi-stakeholder collaboration, that supports women's access to and successful retention in the skilled trades in construction, manufacturing, transit, and utilities. Since its creation in 2018, WINC has grown its network to over 600 stakeholders, which includes tradeswomen, construction registered apprenticeship programs, employers, training programs, and city, state, and federal agencies. In 2021, WINC increased its impact by developing the Tradeswomen Readiness Program (TRP), in collaboration with the Finishing Trades Institute. This women-only, 6-week training program is designed to help women learn the foundational skills to enter and thrive in the skilled trades. Currently preparing for its third cohort, TRP is looking to expand its capacity by hiring a TRP Coordinator responsible for promoting the program, building participation, supporting, and managing participant progress through training to employment and retention, documenting success.

Overall Function: This position is responsible for providing recruitment, intake and assessment/selection, supportive services, and job placement support for participants in the WINC Tradeswomen Readiness Program. The position will also be responsible for monitoring trainee progress, creating and maintaining physical and electronic files and working closely with the TRP instructor and WINC staff to connect trainees to mentors and inform, prepare, and refer applicants to apprenticeship and other nontraditional jobs.

Specific Responsibilities Include:

Recruitment and Intake:

- Lead outreach and recruitment efforts for TRP
- Identify and implement digital tools to effectively conduct outreach, recruitment, eligibility, and selection for TRP participants
- Schedule and coordinate the orientation and eligibility process for TRP
- Create and maintain records of applicant and trainee status through digital tools including creation of application forms and materials for TRP intake and assessment
- Coordinate intake and eligibility with PA CareerLink® and Philadelphia Works
- Document and share recruitment outcomes and program-related challenges and successes monthly

Supportive Services:

- Provide participant case management including:
 - Assessment and administration of supportive services such as, transportation, childcare subsidies, emergency payments and barrier reduction resources
 - Connecting TRP trainees to Philadelphia region’s social service and barrier reduction resources to help them successfully complete training and enter and be retained in employment in nontraditional jobs
 - Document all needs and receipt of supportive services
 - Coordinate with PA CareerLink® on distribution of supportive services
 - Attend TRP training regularly to build and manage relationships with trainees
 - Establish a schedule to check on trainee status and progress, which may include nights and weekends

Employment Navigation

- Promote and connect (40-50) participants to pathways into entry level and apprenticeship options in construction, manufacturing, utilities, and transit occupations
- Support TRP trainees as they assess career goals and pathways that are the best match for their skill sets and interests
- Document TRP trainee and graduate progress toward career goals and report outcomes
- Contact TRP graduates weekly to support their career progress and assist with their career needs
- Coordinate with WINC and TRP staff to implement mentorship program
- Manage TRP graduates monthly engagement with their mentors and troubleshoot any related challenges

Qualifications

Competitive candidates will have the following required skills and experience:

- Knowledge of policies and best practices for women in male-dominated careers, and/or apprenticeship/workforce development, equal employment opportunity and gender equity
- A minimum of 2 years’ experience in one or more of the following: career education, workforce development programs, equal employment opportunity initiatives, client services, case management, programs to build economic security for women and other underserved populations
- Self-starter, enthusiastic, creative, assertive, and a team player
- Excellent social media skills
- Knowledge and experience using software such as Excel, Word, Forms, video chats, document sharing
- Strong organizational skills
- Commitment to and passion for CWIT/WINC’s mission of economic empowerment for women
- Understanding of the intersection of racial, gender and other underrepresented population’s struggle for equity and inclusion
- Willingness to work outside of traditional work hours on occasion
- Candidate must be able to travel to Northeast Philadelphia at least weekly and visit PA CareerLink® Philadelphia centers

Salary and Benefits

This is a full-time salaried position starting between \$50,000 and \$60,000 annually. This position is funded through December 31, 2023, with continued employment dependent on grant funding.

Benefits include:

- Generous paid time off
- Health, dental, disability and life insurance policies
- Employer contribution to 403(b)
- Work from home and program site

Competitive Applicants Will Send a Package That Includes:

- 1) Your resume (required)
- 2) A cover letter outlining how your background and experience qualifies you for this position (required)

Applications may be sent by email by March 31, 2023 to:
Lark Jackson, Associate Director, National Center for Women's Equity in Apprenticeship and
Employment
ljackson@cwit.org

Chicago Women in Trades is an equal opportunity employer. Chicago Women in Trades' mission is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran.