

## **JOB DESCRIPTION**

### **Tradeswomen Apprenticeship Recruiter I**

**SALARY RANGE:** \$65,000-\$70,000 Annually

**REPORTS TO:** VP of Workforce Development

**LOCATION:**Hybrid, Northern California

**EMPLOYMENT TYPE:** Full-time

### **ABOUT TRADESWOMEN INC.**

Tradeswomen, Inc. (TWI) is a Bay Area non-profit organization that was established in 1979, with the mission of increasing the number of women working in the building trades and ensuring that they can thrive in their construction careers. TWI is a workforce development organization that is rapidly expanding and evolving into new territories.

Through the development of strong collaborative relationships with TWI's partners, including local union representatives, cooperating employers, community-based organizations, workforce development programs and public agencies, TWI accomplishes its mission by concentrating on three key strategies:

1. **Recruitment:** Attract, recruit and train women from low-income communities to the building trade industry through community outreach, marketing, and apprenticeship opportunities.
2. **Retention:** Provide the supportive services needed to enable women to stay in the trades, including mentoring, child care, support networks, and the elimination sexual harassment.
3. **Leadership Development:** Provide women with the skills to advance on the job and in their unions; create tradeswomen forums and partnerships to enact policy reforms that will enhance recruitment and retention.

TWI also believes apprenticeships and an expansive network of partnerships are critical in launching women into high-wage building trades careers.

### **WHY JOIN OUR ORGANIZATION?**

By increasing the participation of women in the construction trades, TWI is making a lasting economic impact! According to the US Bureau of Labor Statistics, from 2021 through 2031 approximately 723,400 jobs are expected each year. Currently, about 10.9% of these jobs are held by women. Many of these job opportunities have above average earning potential, the inclusion of benefits, union representation and equity.

TWI is changing lives and generational trajectory one woman at a time! AND we need people like you, to be a social change agent to continue our mission.

## **BENEFITS**

In addition to medical, dental, and vision coverage and the opportunity to contribute to a 403b, TWI provides paid time off in the form of PTO, sick time off, holidays, self-care wellness days and birthday leave.

## **JOB SUMMARY**

The Tradeswomen Apprenticeship Recruiter I role reports to VP of Workforce Development and is responsible for coordinating service delivery, partnership development, and outreach for TWI's Northern California apprenticeship program. To be successful in this role, the person must be an expert in verbal and written communication with the experience producing email correspondence, written reports, spreadsheets, and making presentations. The Tradeswomen Apprenticeship Recruiter I is vitally important in the achievement of TWI's mission! This role is responsible for attracting new partners, apprenticeship opportunities, and the women we will serve. The Tradeswomen Apprenticeship Recruiter I must be flexible and able to pivot while prioritizing competing priorities.

The right candidate is committed to increasing women's self-Sufficiency through access to high-paying blue-collar craft careers. They will be committed to strategies that TWI utilizes including, apprenticeships, supportive services, and industry reform. If this job is right for you, you will be able to successfully work remotely, be self-directed, and have experience working in strong team and organizational partnerships. Additionally, you will bring experience in workforce development or pre-apprenticeship Programs and experience with apprenticeship programs, construction and construction contractors.

## **JOB DUTIES AND RESPONSIBILITIES**

### Client Outreach

- Regularly hosts virtual and/or in-person Entry to Apprenticeship Workshops in Northern California at unions, high schools, colleges, universities, conferences, career fairs and similar events
- Organizes outreach events, including scouting, marketing, and planning, to promote apprenticeship and pre-apprenticeship opportunities
- Utilizes creative outreach techniques to introduce trade opportunities to program participants, showcase benefits of of apprenticeships the construction trades

- Recruits women throughout coverage area to apply for apprenticeship and pre-apprenticeship opportunities
- Coordinates TWI's participation in business and community events, meetings and other special activities related to apprenticeships
- Represents TWI and its interest throughout assigned coverage area
- Uses creativity, industry knowledge, and community connections to expand TWI's programmatic offerings
- Uses rapport building skills and industry knowledge to create programmatic offerings to increase retention of women in the construction trades including, but not limited to workshops on sexual harassment, work-life balance, sponsorship, and career advancement

#### Partner Outreach

- Assist in developing and maintaining strong collaborative relationships with TWI partners, including, but not limited to, apprenticeship programs, local union representatives, cooperating employers, community-based organizations, workforce development programs and public agencies
- Represents TWI professionally at community events and uses them as an opportunity to attract and recruit new tradeswomen
- Coordinates activities designed to create or maintain a favorable public image or raise issue awareness for TWI
- Provide technical assistance support to Joint Apprenticeship and Training Committees, including assistance with creating and administering programs to recruit female applicants, mentor female employees, and/or retain existing female workforce

#### Administrative Duties

- Maintains up to date list of partners and program participants for assigned coverage area
- Contributes to the development of annual training schedule for the TWI's apprenticeship and pre-apprenticeship programs
- Contributes to the development of annual event participation calendar for assigned coverage area
- Prepare written reports documenting outcomes of client recruiting and partner connection efforts
- Plan activities to showcase TWI during National Apprenticeship Week
- Compiles and analyzes feedback from event attendees and presenters and makes adjustments to future events as needed
- Adheres to the principles of fiscal responsibility and return on investment when determining which events or activities to participate in
- Plans travel and activities to minimize costs and return on investment

## **KNOWLEDGE AND SKILLS**

- Excellent oral and written communication, interpersonal, relationship building and leadership skills
- Strong organizational and time management skills
- Strong construction trades industry knowledge, including the role of apprenticeships, unions, and other organizations
- Advance Proficiency in Zoom, Microsoft Office (including Excel), Google Workspace, and databases
- Able to maintain strict confidentiality and take all precautions when handling sensitive information
- Ability to effectively and efficiently work from home, with a high level of accountability

## **EDUCATION AND EXPERIENCE**

- High school diploma, GED or equivalent required.
- Community College, Apprenticeship, Technical Certificate or BA/BS preferred
- Experience with institutional databases, public access sites, and primary research skills
- Experience preparing reports, spreadsheets, and presentations

## **PHYSICAL REQUIREMENTS**

- Frequent talking and hearing conversations
- Long periods of walking, sitting, or driving
- Lifting items that weigh up to 25lbs; reaching, bending, carrying, and stooping within the daily routine of tasks and activities

## **WORK ENVIRONMENT**

- Hybrid, must live in Northern California
- Must be willing to travel statewide for various locations and meetings, as needed
- Must be willing and able to work in various locations and community sites
- Up to 40% travel to TWI locations throughout California, as needed

## **GROWTH OPPORTUNITY**

AT TWI, we believe employee retention and growth are essential to the success of our mission. We are committed to providing professional development, coaching plans, and opportunities to our employees.

**For consideration please forward resume and cover letter to Recruiting at [careers@tradewomen.org](mailto:careers@tradewomen.org)**

*TWI is an equal opportunity employer and seeks qualified applicants without regard to race, color, sex, religion, national origin, age, disability, marital status, or sexual orientation.*

**Employee Full Name:**

**Employee Signature :**

**Date:**