



# Oregon Tradeswomen

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More than 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.

**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:** Director of Programs and Strategic Impact  
**Reports to:** Executive Director

The **Director of Programs and Strategic Impact** oversees and manages all agency programs, including those housed under our *Pathways to Success* and *Advocacy* work to achieve strategic performance outcomes for programming. Program areas include: career education, outreach, recruitment, support services, job placement, retention, apprenticeship-readiness training, leadership development, and advocacy.

This position is responsible for achieving strategic outcomes and meeting performance goals related to the organizational strategic plan, grants and contracts and overseeing the overarching vision of agency programming. The position is also responsible for managing and deepening community and industry partnerships to further programmatic goals.

The position requires collaboration as a member of the organization's leadership team to support the agency mission, goals of the strategic plan, as well as foster an inclusive, diverse, equitable, impactful and collaborative workplace culture. We do this through building trust, encouraging radical candor, appreciative inquiry, valuing vulnerability, and a fun work environment that values JOY!

## Staff Supervision and Support

- Hire, onboard, train, support, and supervise program staff
- Support a self-managing, interdisciplinary team, with effective and empowered teamwork
- Coordinate staff schedules to ensure adequate program coverage
- Provide strategic support to ensure collaboration among all aspects of the programs and team to achieve program and organizational goals
- Provide performance feedback to program staff throughout the year and through annual formal performance evaluations

## Programmatic Design, Implementation, Oversight and Evaluation

- Support design, implementation, and standardization of classroom and hands-on content and curriculum

- Maintain Oregon Labor and Industries (OLI) Pre-Apprenticeship Training Certification
- Identify, track, manage, report, and evaluate performance outcomes
- Lead planning and management of annual Career Fair
- Collaborate with community and industry partners as relevant to advance program goals
- Manage all program reports as required by funders and/or contracts
- Manage quarterly review of statewide apprenticeship data from equity lens
- Manage Career Education programming, including monthly virtual sessions
- Manage admissions and application process for pre-apprenticeship training program
- Manage programmatic training requirements based on grants/contractual obligations for staff (i.e. Civil Rights Training, etc.)
- Manage, oversee tracking of participant data into agency database and external databases as required by funders
- Manage updates to Standard Operating Manual and Program Policies
- Oversee and track funding allocations for support and retention services
- Develop and manage program budget in coordination with the leadership team
- Maximize program outcomes through coordination with the team to ensure effective outreach, referral, and screening processes
- Coordinate drug testing
- Identify adult basic literacy and other workforce development assessment tools to support program performances outcomes
- Always maintain professional boundaries and performance

**Other Duties:**

- Attend regular team and staff meetings, professional development, and organizational events
- General record keeping including timesheets, expense reports, mileage reports, etc.
- Occasional out of town travel required
- Other duties as assigned by the Executive Director

**Minimum Qualifications:**

- Bachelor's degree or equivalent experience (3 years minimum managing programs and staff) in Social Work, Education, Workforce Development, or Registered Apprenticeship
- Demonstrated program development and evaluation experience
- Experience in a management position
- Grant reporting and data tracking experience
- Strong time-management skills; problem-solver who can work independently and as part of a team
- Project management experience
- Understanding of intersectionality of race and gender, and cultural awareness as foundational to equity
- Experience in working with barriered populations and understanding of impact of intergenerational poverty



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- Strong commitment to women's empowerment; racial, gender, and economic justice

## **Preferred Qualifications:**

- Knowledge of construction industry, registered apprenticeship, and workforce development
- Values empowered leadership development to support staff growth
- Fluency in working with WOMIS, I-Trac and iMatch
- Knowledge and understanding of Trauma Informed Care
- Curriculum development experience
- Spanish fluency

## **SALARY AND BENEFITS**

- This is a full-time (40 hours), salaried position with occasional evening and weekend hours. Occasional out of town travel required. Salary range is \$58,000 - \$65,000 with annual merit raises and COLA annually
- Full cost of medical and dental coverage through Providence Health Plans for staff only
- Agency coverage of 50% of medical and dental to spouses/domestic partners and children
- Two (2) weeks' vacation for the first two years; three weeks in the third and fourth year; four weeks after completing four years
- Ten (10) paid holidays
- Paid winter break December 25th – December 31st
- Ten (10) days of sick leave accrue each year
- Simple IRA 3% match retirement plan

## **APPLICATION INSTRUCTIONS**

To apply, please send:

- 1) Your resume
  - 2) A cover letter detailing what in your background and experience qualifies you for this position
  - 3) **OPTIONAL:** Applicants are encouraged to share their demographic information if they so choose.
- No video applications please.

**Applications will be accepted until 5:00 pm on Monday, December 28<sup>th</sup>, 2020.** Applications may be sent by e-mail to [kelly@tradeswomen.net](mailto:kelly@tradeswomen.net) or mailed to:

Oregon Tradeswomen  
Attention: Kelly Kupcak, Executive Director  
454 SE 187<sup>th</sup> Avenue  
Portland, OR 97233

*Women, people of color, and trans/non-binary/non-gendered persons are strongly encouraged to apply. Oregon Tradeswomen is an Equal Employment Opportunity Employer.*