



Overview:

Chicago Women in Trades (CWIT) is a nonprofit organization committed to improving women's economic equity by increasing their participation in high-wage, high-skill construction and other nontraditional careers. CWIT promotes success for women in the skilled trades and other blue-collar occupations through education, training, leadership development and technical assistance to industry stakeholders. This position reports to the Executive Director. While Chicago Women in Trades is headquartered in Chicago, IL, this position is housed in Columbus, Ohio at the Electrical Trades Center.

Responsibilities:

1. Develop coordinated EEO Technical Assistance Plan for implementation in Ohio in collaboration with Ohio State Apprenticeship Council EEO Navigator and OSAC staff
2. Support implementation of EEO Technical Assistance Plan across Ohio with industry stakeholders
3. Orient the OSAC EEO Navigator to EEO Toolkit that CWIT has developed for use in Ohio with industry partners
4. Support OSAC EEO Plan as developed in response to new EEO regulations under 29 CFR 30
5. Develop, in coordination with CWIT team and OSAC staff, EEO Navigator and Ohio Industry Leaders, new EEO tools as needed or identified
6. Provide support to the emerging volunteer tradeswomen networks in Ohio; coordinate efforts with CWIT staff.
7. Provide leadership for convening stakeholders and supporting emerging tradeswomen's organizations in Ohio in conducting outreach and career education to ensure a pipeline of ready, skilled women for pre-apprenticeships and apprenticeship including, but not limited to, organizing career education events, providing "Tradeswomen Ambassador Training", mentoring workshops, etc.
8. Build relationships and, where applicable, connect emerging tradeswomen's organizations to building trades apprenticeship programs in their region in Ohio
9. Provide training and technical assistance to apprenticeship programs in improving outreach to women including, but not limited to sexual harassment prevention, creating equitable classrooms, being an ally, etc.
10. Support emerging tradeswomen volunteer networks in Ohio with achieving grant outcomes
11. Support pre-apprenticeship training programs in Ohio with outreach and recruitment resources to increase women's participation

12. Communicate with industry stakeholders in Ohio and CWIT in a timely manner
13. Contribute to quarterly WANTO report
14. Support capacity building of industry partners and volunteer tradeswomen networks in Ohio to increase access, opportunity and equity for women in nontraditional registered apprenticeship and employment

Qualifications:

1. Committed to Chicago Women in Trades' mission
2. Knowledge specific to the construction/skilled trades industry with registered apprenticeship system, education, training, or workforce development background
3. Understanding of non-traditional work for women (i.e. in construction, manufacturing, STEM/CTE fields, or similar areas where women are grossly underrepresented in the workforce)
4. Strong commitment to feminist and racial justice frameworks
5. Unwavering commitment to quality programs and data-driven program evaluation
6. Ability to engage and develop relationships with a wide range of stakeholders and cultures
7. Strong written and verbal communication skills
8. Ability to work effectively in collaboration with diverse groups of people.
9. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
10. Experience in public speaking, presenting trainings, workshops

Knowledge, Skills and Abilities:

1. Strong verbal, written communication, and interpersonal skills; excellent, persuasive, and clear writing skills
2. Thorough and detail oriented
3. Demonstrates initiative, energy, and sound judgment
4. Ability to work independently as well as collaboratively
5. Strong collaboration skills and ability to work effectively with other persons and organizations related to the duties of the position
6. Ability to effectively manage projects and balance multiple priorities while maintaining a positive outlook and working effectively in a collaborative environment
7. Ability to use initiative to organize and follow through with complex tasks to meet deadlines
8. Resourceful and creative in work-related matters
9. Ability to anticipate problems and take necessary action to eliminate or mitigate them
10. Ability to use a computer, technology, software programs, and applications at the level of sophistication required for the duties of this position. Proven ability to use MS suite including Outlook, Word, Excel, and PowerPoint
11. Ability to work some evenings and weekends and travel throughout the state

SALARY: Commensurate with experience

APPLICATION INSTRUCTIONS

To apply, please send: 1) Your resume and 2) cover letter outlining how your background and experience qualifies you for this position. Applications will be reviewed starting September 15 and position will be open until filled. Application may be send by e-mail to: jvellinga@cwit2.org or mailed to:

Jayne Vellinga, Executive Director
Chicago Women in Trades
2444 W.16th Street
Chicago, IL. 60608

Women and people of color are strongly encouraged to apply. Chicago Women in Trades is an Equal Opportunity Employer.