



Chicago Women in Trades (CWIT) is a non-profit membership organization that provides support and advocacy for women working in or seeking employment in construction and other traditionally male-dominated jobs. Through education, preparatory training, and support and policy programs our staff and members work to increase employment opportunities and improve working conditions for women in these fields. Through its National Center for Women's Equity in Employment and Apprenticeship, CWIT manages national technical assistance and policy initiatives designed to advance women's opportunities in nontraditional fields through direct guidance, advocacy and organizing.

Job Title: Gender Equity Center Program Manager

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

Position Description: This position is responsible for managing multi-organization, multi-state technical assistance initiatives designed to build the capacity of apprenticeship programs and other stakeholders to recruit and retain women in nontraditional occupations; supporting the development of print and virtual resource material, toolkits, curriculum and guides, facilitating trainings and convenings; supporting advocacy efforts and managing grant deliverables and sub-contractors.

Specific Responsibilities Include:

As part of a Technical Assistance/Policy Team:

- Provide on-site and virtual technical assistance and training to apprenticeship programs and other stakeholders to improve recruitment and retention of women.
- Provide support for local and national policy initiatives related to expanding opportunity for women in nontraditional occupations including preparation of policy briefs, gathering research and documenting trends
- Provide support for development and distribution of print and virtual resource material, toolkits, curriculum and guides, webinars and presentations for apprenticeship programs and other stakeholders to improve recruitment and retention of women,

Project Management:

- Manage and sustain collaborative relationships and regular communications with sub-grantees and partners, including producing regular updates and facilitating partner meetings.
- Monitor achievement of project work plan objectives
- Compilation and submission of reports to the Department of Labor
- Manage and track performance deliverables and timelines
- Conduct event planning and coordinate logistics for conferences and meetings; maintain and update the NCWEA website, social media and web-based resources to share and promote program materials and linkages;

Other

- Coordinate learning institutes, conferences, hearings and/ or roundtables
- Support CWIT's technical assistance and policy work by conducting research and developing funding proposals.
- Provide administrative support that includes organizing and maintaining paper and electronic files, assembling data and preparing reports, and management of the Initiative's budget

Qualifications

Competitive candidates will have at a minimum some combination of the following knowledge, skills and abilities:

- A strong working knowledge of policies and best practices related to women in non-traditional careers, and/or apprenticeship/workforce development, equal employment opportunity and gender equity.
- Managing or working in one or more of the following: workforce development programs, equal employment opportunity initiatives, efforts to build economic security for women and other underserved groups, with.
- Demonstrated experience in providing either technical assistance, training, coaching or delivering presentations;
- Strong research, written and verbal communication, and public speaking skills.
- Experience in generating program and policy guides/toolkits, issue briefs, factsheets, training materials, external reports and/or funding proposals.
- Demonstrated experience in developing and maintaining strong partner and stakeholder relationships.
- Demonstrated success in project management with ability to prioritize multiple responsibilities and meet deadlines and deliverables with precision and accuracy.
- Ability to take initiative in leading projects and to work both independently and collaboratively on multiple projects and tasks.
- Strong computer skills, including knowledge of MS Word, MS Excel, PowerPoint, Outlook and other Office programs.
- Commitment to CWIT's mission of economic empowerment for women and to social justice, diversity, equity and inclusion.
- Willingness to work outside of traditional work hours and to travel on a regular basis.

Salary & Benefits

This is a full time salary position with occasional evening and weekend hours and travel required. Salary range is \$50,000 to \$60,000 commensurate with experience. CWIT offers a competitive benefit package including: health, dental, disability and life insurance, paid sick, vacation and personal time, and contributions to a retirement plan.

To apply please send via email only, a cover letter detailing what in your background and experience qualifies you for this position, resume, and two relevant writing/presentation samples. A complete response should include reference to all responsibilities and qualifications listed.

The **deadline** for receipt of applications is **November 18, 2018**. **Email applications to Lauren Sugerman at lsugerman@cwit2.org**. Women of color are strongly encouraged to apply.