

JOB PLACEMENT COORDINATOR JOB DESCRIPTION



JOB TITLE: JOB PLACEMENT COORDINATOR
CLASSIFICATION: AT-WILL, FULL-TIME, NON-EXEMPT
HOURS: VARY DEPENDING ON PROGRAM NEEDS
COMPENSATION: \$26 - \$31 HOUR (DEPENDING ON EXPERIENCE & QUALIFICATIONS)

SUMMARY

WINTER is a nonprofit organization with a mission to train, educate and prepare women for transformative careers in the construction industry. Under the direction of the Director of Operations, the Job Placement Coordinator is responsible for initiating and maintaining ongoing professional contacts with a variety of industry representatives (i.e., Project Labor Agreements (PLA), Local Hire initiatives, unions and apprenticeship programs) to promote WINTERs program participants for placement.

RESPONSIBILITIES

- Maintain contact with various professional organizations involved in apprenticeship placement/job training activities.
- Place program graduates in unions, apprenticeship programs. Match program graduates' qualifications with job skills. Refer qualified graduates to employers and conduct follow up.
- Participate in outreach and recruitment activities by coordinating and attending job fairs.
- As needed, assess job skills; administer, score, and assist program participants with standard career assessments.
- Instruct in job seeking, application procedures, resume writing, interview preparation, job retention skills, and workplace readiness.
- Assist program participants in preparing job search portfolio(s).
- Provide job search/career information workshops and presentations.
- Maintain contact with employers during participant employment and document results in database.
- Prepare forms/reports related to placement activities.
- Track participants' activities and progress data.
- Recruit new employers to secure union sponsorships.
- Organize special activities, union tours, and events for program participants.
- As needed, assist with the planning of activities and special events for participants.
- As needed, represent WINTER at public events.
- Other duties as assigned.

MISSION

To train, educate, and prepare women for transformative careers in the construction industry.

REQUIREMENTS

- Provide program information to various businesses and updated information as needed.
- Coordinate business orientations.
- Assist with the creation of marketing materials to advertise job placement activities.
- Keep current with trends and maintain updated labor market information.
- Ability to effectively manage time and work well under pressure of a fast-paced office environment, while maintaining confidentiality and professional conduct.
- Willingness to travel throughout the region using own transportation to conduct work assignments.

QUALIFICATIONS

- Four-year degree in Social Sciences, Business, or Public Administration
- Three (3) years of professional experience as a job placement specialist, job navigator, or community organizer.
- Intermediate computer skills (MS Office software)
- Valid driver's license
- Ability to work in the United States

WORKING ENVIRONMENT

The working environments for this role is are a professional office setting, and outdoor community spaces.

BENEFITS

- Medical and Dental Insurance
- 2 weeks of paid time off per year, sick leave, bereavement, and paid holidays
- IRA with employee match

EQUAL EMPLOYMENT STATEMENT

WINTER is an Equal Opportunity Employer that is committed to diversity and inclusion. All employment decisions are based on business needs, job requirements, and individual qualifications without regard to age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, race, religion, sexual orientation, veteran status and any other protections under federal, state, or local laws.

APPLICATION PROCEDURE: Send a cover letter and resume to: Women In Non Traditional Employment Roles/ Attn: Director of Operations Ms. Luz Flores at LFlores@winterwomen.org