

WORKING PARTNERSHIPS USA

JOB ANNOUNCEMENT – PROGRAM COORDINATOR

THE OPPORTUNITY

Working Partnerships USA is seeking a Program Coordinator to join our exceptional team. For more than 20 years, Working Partnerships USA has been at the forefront of the national movement for a just economy driven by the power of working people.

The Program Coordinator will lead the day-to-day work of the Trades Orientation Program (TOP), a construction career training and placement initiative for disadvantaged jobseekers. The Program Coordinator will also be responsible for research, policy, outreach and administrative work that support our efforts to achieve economic and racial justice in Silicon Valley through innovative policy, research and organizing campaigns.

THE ORGANIZATION

Working Partnerships USA is a community organization bringing together the power of grassroots organizing and public policy innovation to drive the movement for a just economy. We build the capacity of workers, low-income neighborhoods and communities of color to lead and govern. Based in Silicon Valley, we tackle the root causes of inequality and poverty by leading collaborative campaigns for quality jobs, healthy communities, equitable growth and a democracy that works for all. We are co-founders of Silicon Valley Rising which is fighting to inspire the tech industry to build an inclusive, middle class.

POSITION SUMMARY

It is anticipated that approximately two-thirds of the Program Coordinator's time will be dedicated to the Trades Orientation Program, with the remaining one-third assigned to other projects.

Trades Orientation Program

The Trades Orientation Program (TOP) is a pre-apprenticeship program designed to educate students about the construction industry and prepare them to succeed in a construction trades apprenticeship. Students are adults (age 18+) who are actively seeking to enter a career in a construction trade. The TOP includes three components: 1) outreach, orientation and assessment; 2) a 130-hour pre-apprenticeship course, taught by a certified instructor with journey-level work experience in the construction trades; and 3) job placement and retention. TOP serves a wide range of applicants who are seeking a good, family-supporting career, with a special emphasis on homeless individuals, women, veterans, and at-risk youth.

Under the direction of the project lead, the Program Coordinator will be responsible for day-to-day coordination of TOP, including but not limited to:

- Creating and carrying out an outreach plan to meet enrollment targets for each course, including recruitment targets for specific under-represented populations such as women, veterans, homeless persons, or others.
- Providing group and individual counseling to TOP participants to support them in achieving their career goals.
- Developing expertise in understanding and guiding clients through the various application processes and work requirements for each of the 25+ construction apprenticeship programs; maintaining up-to-date information on each program and be able to advise and support students in navigating each application process.
- Building relations with key individuals at each construction apprenticeship program and/or hiring hall; understanding each trade's hiring needs and referring applicants who will perform to their standards.
- Making presentations to a wide range of audiences including prospective TOP applicants, students, career counselors and job developers, construction union reps and employers, coalition partners, allies, funders and decision-makers
- Oversight, scheduling and other administrative duties related to the 130-hour course, including being on-call to handle any unexpected issues that may arise.
- Coordinating closely with the course instructor, monitoring students' learning and progress, and working with the instructor to make any needed course corrections.
- Maintaining all client records required for the program, and preparing reports as needed to meet the requirements of city, county, state, and/or federal grants.

Other policy, research and organizing projects

In addition to their TOP coordination duties, the Program Coordinator will participate in Working Partnerships USA campaign team meetings and support the Policy and Research Director and other lead staff including our Director of Economic and Workforce Policy in campaign development, policy development, and implementation.

Specific roles vary depending on the needs of the campaign, but may include:

- Monitoring, tracking and summarizing local government agendas and public documents on a weekly basis
- Tracking the current debates about particular issues, such as living wages, affordable housing, health coverage, tech workforce diversity, public pensions, or others as needed
- Conducting web and media searches to identify applicable solutions
- Gathering best-practice policies and evaluating how they could be applied locally
- Interviewing advocates and organizers to understand technically how a solution works and lessons learned
- Supporting organizers in developing, conducting, and analyzing worker and resident surveys
- Summarizing key findings through memos and presentations
- Providing logistical support for actions, meetings and events, including scheduling, turnout, event staffing, compiling minutes, and other duties as needed
- Representing Working Partnerships at meetings with allies and supporters, coordinating and attending actions, and supporting the work of the campaign and organization as a whole, including attending events on weekends/evenings when needed.

** Working Partnerships USA ** 2102 Almaden Road #112 San Jose, CA 95125 **

** Phone: (408) 809-2120 – www.wpusa.org **

** Check out our campaign to raise standards in the tech sector @ www.siliconvalleyrising.org **

Required experience and qualifications

- Minimum 3-5 years of prior work experience
- A demonstrated commitment to worker and community organizing, economic justice, and social justice movements
- Excellent attention to detail and accuracy
- Experience in building trusting relationships with diverse individuals from many different backgrounds and living situations
- Proficiency in maintaining and retrieving client data and records, including accurate and timely data entry and cleaning, and creating reports and summaries as needed
- Accountable to both team goals and individual work-plan goals
- Strong oral communication skills and experience making presentations to multiple audiences
- Inquisitive, flexible and adaptable with strong initiative and follow through skills
- Proficiency in basic qualitative research skills including internet and media searches, literature review, and interviews
- Able to quickly respond to unexpected situations and problem-solve
- Tenacity and resourcefulness in working through challenges or setbacks to reach a goal
- Familiarity with Microsoft Word and Microsoft Excel
- Valid California driver's license and daily access to a vehicle
- Willingness to work some early mornings, evenings and/or weekends, depending on the class schedule and/or campaign needs
- Some travel is required, primarily within the greater Bay Area

Preferred qualifications

- Experience working in the building and construction trades
- Experience working in low-income communities of color
- Experience in tracking and understanding local government policy
- Experience in workforce development, career technical education, job development, or related fields
- Bilingual in Spanish or Vietnamese

SALARY AND BENEFITS

The salary for this position is \$50,000-\$55,000, plus a generous benefits package, including full family health insurance and 401(k). This is a full-time, exempt position with opportunity for advancement over time. Working Partnerships USA is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category.

Email cover letter and resume to: jobs@wpusa.org

Application deadline: Feb. 3rd, 2017. The position will be open until filled and starts immediately.

Working Partnerships USA is an affirmative action employer, and we strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer broader societal discrimination.

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