



Mentor Coordinator Contract Job Description

WHO WE ARE

Construction Trades Workforce Initiative (CTWI), is the nonprofit partner of the Alameda, Contra Costa and Napa/Solano Building Trades Councils. Founded in 2018, CTWI works to strengthen policies and workforce systems to expand opportunities for underrepresented populations in union construction careers. We bridge the gap between organized labor and key community stakeholders through authorizing and overseeing MC3 pre-apprenticeship programs, providing educational services and technical assistance and conducting research, all aligned around our goal of creating a more inclusive, highly trained and safe workforce.

WHAT WE ARE LOOKING FOR

CTWI, in partnership with local construction unions and apprenticeship programs, has launched the Bridge Mentorship Program. This pilot program aims to support apprentices in the trades and foster community building among both apprentices and journeyworkers, with the long-term goal of improving retention of women and underrepresented populations in construction. This program focuses on supporting apprentices through one-on-one mentoring with mentors who are journey-level and above, quarterly social events, and access to an online resource library. Mentors and mentees will come from the same trade and will meet twice monthly to work towards developing both soft and technical skills. Quarterly social events and the online resource library will be combined across the different participating trades.

We are looking for a Mentor Coordinator to work with CTWI staff and designated Lead Mentors from the trade partners to implement the program, including leading monthly mentor coordination meetings and providing support to 4-6 Lead Mentors.

Our organization is quickly growing because we offer a unique set of services that is in high demand. We are looking for a new team member who thrives in a fast-paced environment, can manage multiple projects that serve a wide range of clients, and can work collaboratively to shape and advance our organization's mission through strategic thinking, design and implementation.

YOUR ROLE & RESPONSIBILITIES

Under the support and direction of the Senior Program Manager and Program Manager, this contracted position will serve as the primary liaison between CTWI and its various trade partners (JATCs and Unions). The Mentor Coordinator is responsible for ensuring mentors are supported, progress is tracked through Google Suite, and challenges are addressed across all participating trades. The role is expected to take 20 hours per month through weekly coordination with lead mentors and participants of the Mentorship Program. The Mentor Coordinator will report to the Senior Program Manager weekly.

Mentorship Coordination & Partner Engagement:

1. Serve as the main point of contact for Lead Mentors or Mentorship Stewards at each partner JATC and Union and deliver communication on updates, the online resource library, and details for quarterly social events directly to participants of the mentorship program, including mentors and mentees.
2. Lead monthly mentor coordination meetings attended by Lead Mentors and Program Manager to share program updates and align on goals.
3. Conduct regular check-ins with Lead Mentors to track the status of twice-monthly mentor/mentee meetings.
4. Facilitate strategic introductions to Union committees (e.g., Apprenticeship, Member Services) to integrate mentorship goals.
5. Identify and troubleshoot challenges mentors face in their pairings or reporting processes.

Program Monitoring & Administration:

6. Track mentor/mentee participation, outreach efforts, and application status in appropriate electronic folders.
7. Assist in collecting program surveys and evaluation data from mentors and mentees.
8. Ensure all reporting follows CTWI-established guidelines and protocols to maintain data integrity.
9. Promote and coordinate attendance for quarterly social events and workshops.

YOUR QUALIFICATIONS

- Bachelor's degree required (preferably in education, non-profit management, or construction management) OR completion of a state-approved construction apprenticeship program.
- A minimum of 3 years of relevant experience in education, apprenticeship coordination, or program management.
- Excellent communication skills, both oral and written, with the ability to articulate ideas clearly to diverse stakeholders.
- Demonstrated ability to manage projects and work collaboratively with union leadership or community partners.
- Highly organized with strong multitasking skills and the ability to meet deadlines in a dynamic work environment.
- Proficiency with Google Suite and project management software.

YOUR COMPENSATION

This is a contracted position with pay being contingent upon deliverables according to the milestones listed below. The total compensation for this contract is \$15,000 for the successful completion of all deliverables.

Program Monitoring & Administration:

- 25% upon signing of contract.
- 25% upon completion of initial partner outreach and mentor vetting phase.
- 25% upon completion of mid-program progress reports and coordination of quarterly workshops.
- 25% upon completion of final program evaluation and data migration.

Additional Information:

- **Duration:** The anticipated duration of this contract is from July 2026 through June 2027.
- **Status:** This is a contracted position and does not constitute employment by CTWI. This position does not provide health or retirement benefits.

Apply by June 29th.

To Apply: Send resume and 2 professional references to Sandra@ctwi-btca.org
Our goal is to fill this position by July 2026.

CTWI is an Equal Opportunity Employer. To learn more visit our website www.ctwi-btca.org