



## **Program Manager 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***

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.

### ***WHO YOU WILL BE WORKING WITH***

We are a passionate and driven team of 10. Our backgrounds range from former educators to community organizers. We are highly collaborative and support each other in achieving programmatic and organizational goals. We believe in unions and the important role they play in creating middle class careers. We are committed to creating more union construction careers for underserved populations.

### ***YOUR ROLE & RESPONSIBILITIES***

Under the support and direction of the Deputy Director, and Senior Program Manager, this position will work in partnership with the Building Trades Councils, Joint Labor Management Apprenticeship programs, approved MC3 Pre-Apprenticeship, K-12 school districts, community colleges, and other key stakeholders to develop partnerships, pipelines and policies that ensure connections to, and entry into, state-approved apprenticeships for underserved populations.

#### **Your Responsibilities Include:**

1. Oversee the day-to-day operations of grant-funded programs, ensuring they meet program objectives and outcomes.
2. Provide project management, process improvement, and strategic planning support, including the development of short and long-term goals, success factors/metrics, and action plans for assigned projects.
3. Develop and implement work plans, program activities, events and workshops in partnership with partner programs.
4. Serve as the primary point of contact between CTWI and various partners on grant and contract funded activities including, but not limited to: educational programs, events, workshops, research studies, and more.
5. Support and expand relationships with MC3 pre-apprenticeship and test preparation programs.
6. Engage in regular program budget monitoring, facilitate budget realignments with CTWI and partner staff,

- and serve as the budget liaison with program partners.
7. Proactively communicate with internal staff on program updates, ensuring that relevant employees are updated as to pertinent program activities and needs.
  8. Provide input into program design, curriculum development, test preparation and technical assistance, as needed.
  9. Write narrative reports for various audiences detailing the work of CTWI and our partners.
  10. Participates on select BTC and partner committees and subcommittees as a liaison, consultant, and/or resource person.
  11. Serve as the CTWI representative at relevant conferences, including presenting and facilitating panels.
  12. Support with development of communication materials.
  13. Perform such additional duties as may be assigned or required.

## ***YOUR QUALIFICATIONS***

- Bachelor's degree required (preferably in education, non-profit management, or construction management) OR completion of a state approved construction apprenticeship program
- Minimum of two years of experience managing multiple fast-paced projects.
- Demonstrated commitment to growing organized labor
- Demonstrated ability to work independently and as part of a team
- Excellent communication skills, both oral and written
- Demonstrated ability to develop and manage projects
- Extremely organized and able to multitask, prioritize and meet tight deadlines
- Strong public speaking and presentation skills.
- Strong problem-solving and interpersonal skills.
- Proficiency with Google Suite (Google Drive, Gmail, Calendar)

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## ***YOUR COMPENSATION***

The salary range for this position is \$70,000 to \$90,000 annually as dictated by the CTWI-Teamsters Local 853 Collective Bargaining Agreement.

**This is a full-time exempt position with premier retirement and health and wellness benefits through the Teamsters Local 853 plan.**

**To Apply:** Send resume, cover letter, writing sample, and 2 professional references to [Jamie@ctwi-btca.org](mailto:Jamie@ctwi-btca.org)

**Our goal is to fill this position by January 2025. Applications are being accepted on a rolling basis.**

*CTWI is an Equal Opportunity Employer. To learn more visit our website [www.ctwi-btca.org](http://www.ctwi-btca.org)*