

## Construction Initiatives Program Coordinator

Reports to Manager of Construction Initiatives

### **Job Summary:**

This is a grant-funded position with possibility of renewal up to three years. Qualified candidates will coordinate all activities of the Chicago Cook Workforce Partnership's (The Partnership) construction sector initiatives. Coordinators will help execute The Partnership's key strategies of:

- Improving equity in the construction industry by increasing the number of historically underrepresented individuals entering apprenticeships and other skilled trade occupations;
- Raising the profile of sustainable long-term career pathways in construction; and
- Supporting employers in playing an integral role in the system of building and sustaining talent.

The Program Coordinator(s) help manage a coordinated regional workforce initiative with up to 20 subgrantees. This includes all work and contracts for the operation of ConstructionWorks, a public-private partnership funded by the Illinois Tollway. The coordinators will effectively manage relationships with Affiliate Partners and communicate all contract activities and outcomes both internally and externally, including regular reporting to the CTA, the Illinois Tollway, and additional funders.

### **Key Responsibilities and Duties:**

Coordinates the administration of The Partnership's strategy for investing in construction training, work-based learning/apprenticeships, and other projects that foster workforce development in the construction sector in the Chicagoland region.

Supports strategies that create a strong construction workforce pipeline, particularly with groups underrepresented in the industry.

Promotes innovative strategies that improve job quality and career advancement for the entry level and incumbent construction workforce.

Coordinates efforts among all subgrantees and affiliate partners on full range of activities, including community engagement and recruitment; pre-apprenticeship training; placement and retention services; job development; technical assistance; policy and strategic planning; and engagement of regional employers, unions, and government and community stakeholders.

Provides leadership, oversight, and technical assistance to subgrantees.

Manages contract deliverables and invoicing, enacts reporting procedures, and troubleshoots any issues that arise.

Supports staffing of construction industry advisory committees, composed of construction businesses and industry groups, organized labor, government agencies, community organizations, and other stakeholders.

Collaborates with other Partnership teams including Fiscal, Programs, Compliance, Communications, Business Relations and Economic Development and Policy.

Manages program outcomes against goals and communicates expectations and outcomes with subcontractors and funders.

### **Minimum Qualifications:**

Must have working understanding of the construction sector, including skilled trades occupations, regional employer landscape, regional labor unions and industry organizations, and regional construction buyers.

Must possess strong understanding of workforce development practices and programming, regional community college systems, union apprenticeship programs, pre-apprenticeship programs and sector-based workforce development initiatives.

- Graduation from an accredited college or university with a Bachelor's Degree supplemented by two (2) years of full-time professional paid work experience in program management, workforce development, construction, and/or other federally/state funded grant programs **OR** six (6) years of equivalent combination of professional work experience, training, and education; and
- Two (2) years of full-time paid professional work experience with quantitative analysis, strategic planning, working with senior officials in the private or public sector, facilitating meetings, making presentations, and managing projects is preferred; and
- Ability to travel throughout the region, state and nationally, for events, conferences, and meetings, if necessary.

### **Knowledge, Skills, Abilities and Other Characteristics:**

Ability to work in a racially diverse environment in which working towards racial equity in workforce or economic development or social service sectors is key.

Strong strategic thinking skills.

Flexible, self-directed, and able to manage relationships with co-workers, sub-grantees, and contractors.

Ability to manage multiple work streams and subgrantees simultaneously.

Ability to produce concise and effective communications.

Ability to analyze substantial amounts of quantitative and qualitative data and draw insightful conclusions for reporting purposes

Excellent verbal and written communication skills.

Ability to facilitate effective meetings that include senior level officials, executives, and other

stakeholders.

Ability to build and maintain effective relationships with multiple internal and external stakeholders from grantors to participants, employers, and partner organizations.

Strong time-management and multiple-priority management skills.

Ability to author reports, business correspondence and procedural manuals.

Ability to work in a fast-paced, deadline driven, results-oriented environment.

Excellent organization/time management skills.

Ability to implement and supervise programmatic changes.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to identify errors, irregularities and illegal acts and take appropriate action.

Proficiency in Microsoft Word, Outlook, Excel.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**