



ANEW improves people's lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program in the county and has a unique and successful reputation for assisting women and other under-represented populations into apprenticeship. ANEW provides career exploration, training, support services and equity and inclusion services.

POSITION TITLE – Apprentice Resource Center (ARC) Outreach Specialist

The main function of this position is to outreach to apprentices in the construction industry to provide information about the multitude of services ARC can provide current apprentices. This position will report to the ARC Program Manager. The position will also assist with enrollments, retention, and tracking of ARC Clients.

JOB SUMMARY AND RESPONSIBILITIES

The ARC Outreach Specialist is responsible for executing the outreach to apprenticeships programs and apprentices themselves, and client navigation outside of ANEW's pre-apprenticeship training programs. ARC will contribute to a consistent, agency-wide approach to provide outreach and enrolling clients as well as tracking the case load of services provided. ARC Outreach Specialist will attend Regional Pre-Apprenticeship Collaboration (RPAC), a workforce development partnership that builds strong, sustainable pathways into construction careers, especially for women and people of color. ARC provides support services with intentional support to prepare, to apply to and complete construction apprenticeships.

ESSENTIAL FUNCTIONS

Outreach

- Outreach to apprenticeship programs, contractors, and 1st-2nd year apprentices.
- Present to 1st year apprentices and pre-apprenticeship classes.
- Create appointments for the ARC Program Manager.
- Outreach activities include but are not limited to attending Apprenticeship Programs, job fairs and community events, being on construction job sites recruiting apprentices, creating collaborative referral partnership and forming relationships with Apprenticeship Programs, as well as contractors who have new Apprentices.

Assessment, Enrollment and Case Management:

- Determine eligibility of clients.
- Enroll clients into the ARC Program.
- Manage the client files and data system for accuracy at a level that will ensure the organization will pass multiple monitoring reviews/audits.

- Assist clients with removal of barriers to employment.
- Assist clients with navigation services to employment.
- Assist clients with coordinating employment opportunities.

Marketing

- Distributing ARC banners, posters, fliers, and information cards.
- Assist with the creation of marketing materials.
- Promote services on social media.

Other Duties as Assigned

- Based on need or requirements.
- Create partnerships with business agents, superintendents, public employee representative.

MINIMUM QUALIFICATIONS

- Have one or more of the following:
 - Bachelor's degree.
 - A minimum of 4 years work experience with a non-profit or social service agency focused on case management.
- Experience working with diverse populations.
- Excellent interpersonal communication skills, and ability to work with a team.
- Strong written and verbal communication skills.
- Superb customer service skills.
- Proven ability to be organized and detail orientated.
- Excellent people manager, open to direction and collaborative work style and commitment to get the job done.
- High comfort level working in a diverse environment.
- Basic Food Employment & Training knowledge and skills.

REQUIREMENTS OF EMPLOYMENT

- Background screening through Washington State Patrol.
- Ability to work flexible schedule to include evening and or weekend.
- Ability to get to multiple work locations on a routine basis.
- Proof of citizenship or other authorization for employment.
- Continuation of employment is contingent upon successfully performing work described.
- Continuation of this position is dependent on achievement of performance goals and availability of funding.

WORK LOCATION: ANEW Administration office (Renton) and satellite locations as assigned.

WORK SCHEDULE: Monday through Friday with occasional evenings and weekends as needed.

REPORTS TO: ARC Program Manger

ANTICIPATED START DATE: A.S.A.P.

SALARY

This position is paid an hourly rate of \$23-28 per hour. This is a non-exempt position, Monday through Friday (40 hours) and occasional evening or weekend work. This position requires the ability to travel locally. This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

Employer paid benefits include Medical, Dental, Vision and participation in a 401k plan (after one year of employment).

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits.

BENEFITS

The person in this position is expected to serve a 90-day probation period. Benefits will take effect on the first of the month following 2 full months of employment. If the position is more than 30/hours per week, the following benefit information will be made effective:

Employer paid benefits include Medical, Dental and Vision.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

APPLICATION PROCEDURE

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to the name listed below. No calls please.

Hiring Manager, Dee Jackson, Dee@anewcareer.org