



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 for women in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW has expanded its mission to continue to serve women, but to additionally serve other underprivileged populations in this space.

POSITION TITLE: PACE Instructor (Pierce County)

Reporting to the Director of programs, this position's primary responsibility is instructing pre-apprenticeship students. This position is responsible for the quality and outcomes of the Pre-Apprenticeship Construction Education at ANEW. This includes ensuring clients completing pre-apprenticeship have the qualities and technical abilities to enter a family wage career in the construction industry.

ESSENTIAL FUNCTIONS

Instructor

- Teach assigned classes following approved curriculum.
- Manage classroom environment.
- Maintain a safe classroom environment for students.
- Assess student progress in and mastery of work.
- Maintain train-the-trainer certifications.
- Maintain PACE tools and instructional aids.
- Take students on job site tours and apprenticeship visits.
- Work collaboratively with all ANEW staff toward student success and the success of ANEW.
- Ensure the PACE Program is meeting organizational and program policies and procedures.
- Ensure the quality of the pre-apprenticeship program and meet annual graduation, placement, and retention rate goals.
- Works with team to place students in family wage positions.

MINIMUM QUALIFICATIONS

- Ability of join Laborers Union under a collective bargaining agreement.
- Experience teaching a diverse population of students and maintaining a learning environment.
- Demonstrated commitment to economic, racial and social justice and an understanding of the ways institutions and systems hurt communities of color through both conscious and unconscious bias.
- Experience managing diverse staff, as well as experience in developing and implementing staff training and professional development.

- Completion of an apprenticeship program and attainment of journey level status (or any combination of above) and relative experience and relative work experience, or
- Two-years of work experience providing the following: recruitment, employment placement services, instruction and counseling to adult or youth populations, and working with ethnically diverse populations
- Experience working with individuals with barriers to employment
- Excellent interpersonal, written and verbal communication skills
- Familiarity with unions and the apprenticeship system
- Proven success in working with teams as well as independently with minimal supervision

REQUIREMENTS OF EMPLOYMENT

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- 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
- Valid driver's license – some driving will be required
- Proof of Insurance

WORK LOCATION: Pierce County Training Site

WORK SCHEDULE: Monday-Thursday 6:30 – 4:00 (this is 4 10's with the possibility of 5 8's)

REPORTS TO: Director of Programs

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

APPLICATION PROCESS

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