



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: Construction Boot Camp Program – Program Manager

Working under the supervision of the Director of Training, the CBC Program Supervisor is responsible for overseeing all performance related and programmatic logistics for ANEW's **Construction Boot Camp Program (CBC) and Trades Education Pre-Apprenticeship (TEPA)**. The CBC Program is a 4-week, 160-hour pre-apprenticeship program which is offered in multiple locations across Washington State. This critical position requires a dynamic and versatile person who can manage multiple projects and deadlines. Additionally, this position will assist other staff or departments with essential operational and program management functions of the training program.

Duties include, but are not limited to, supervision, collaboration, coordination, and attend meetings with program partners and community agencies. Plan and instruct pre-apprenticeship professional development, trades awareness and financial literacy.

ESSENTIAL FUNCTIONS

- Oversee and manage administrative aspects of CBC & TEPA Program throughout Washington state
- Foster multiple relationships essential to operations
- Collaborate with community, public, and private sectors in education, juvenile rehabilitation, and vendors for program management of contract deliverables, supplies, and materials
- Respond to inquiries from the public, prospective students, partners, employers, etc. regarding CBC Program
- Screen potential clients and ensure they meet the requirements of the program prior to attending the try-out day
- Coordinate try-out and interview days for recruitment
- Connect students with AOP staff to ensure clients receive the support services needed to complete the program and to enter and complete an apprenticeship program
- Coordinate and schedule guest speakers, hands-on activities, and offsite visits
- Plan, instruct, and supervise student professional development curriculum
- Facilitate professional development, trades awareness and financial literacy lessons to pre-apprenticeship students
- Assist and coordinate with CBC instructor as needed
- Plan the CBC graduation ceremony and aid placement assistance with the Director of Development
- Provide follow-up support for graduates and retention tracking for two years
- Ensure CBC policies and procedures are met
- Administration data entry for program, case files, and case notes while maintaining an accurate database
- Fully understand all contract and grant requirements of current funding the training program



- Calculate and report performance outcomes for the programs, providing the Training Director with the necessary information to complete reporting requirements
- Responsible for recording and reporting graduation rates, placement information, and retention information
- Ensure contract deliverables are met
- Monitor contract activities and report to the Compliance Department on a monthly basis
- Submit invoices and receipts in coordination of organizational accounting
- Approve CBC Instructor timecard and expenses

MINIMUM/REQUIRED QUALIFICATIONS

- Oversight or management of program(s) with ethnically diverse populations
- Experience providing recruitment, employment placement services, and instruction to young adult and adult population
- Ability to be organized and detail orientated
- Knowledge and application of organization, planning, records management and general administration
- Excellent interpersonal communication skills, and ability to work with a team
- Strong written and verbal communication skills
- Intermediate to advanced computer skills, including operational abilities in all Microsoft Suite programs (i.e. - Word, Access, Excel, and PowerPoint)
- Experience in using various forms of social media for business related purposes

PREFERRED QUALIFICATIONS

- Minimum of four years' work experience in the following areas: providing recruitment, employment placement services, coordination and instruction of young adult and adult students with ethnically diverse populations
- 2 years of contract management
- Knowledge of unions and apprenticeship system
- Knowledge of common barriers and strategies for working with clients with multiple barriers
- Experience with non-profits organizations and training programs
- Be able to meet multiple timelines and deadlines
- Work with minimum supervision

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Ability to work flexible schedule to include evenings and/or weekends
- Ability to travel throughout Washington State during months of scheduled programming
- Proof of citizenship or other authorization for employment
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW administration office in Renton and remote locations as assigned



TRAVEL REQUIREMENT: Within the state of Washington, up to 25%

WORK SCHEDULE: Monday through Friday and occasional evening and weekends.

REPORTS TO: Compliance Manager

ANTICIPATED START DATE: ASAP

SALARY

This position is an exempt position and is paid an annual salary of between \$55,000 - \$75,000 per year. This position reports to the Director of Training.

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.

BENEFITS

Employer paid benefits include: Medical, Dental and Vision for the employee. Employees may choose to purchase coverage for dependents through the ANEW plan. 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

This is an open position. To receive first consideration, applicants should submit a cover letter outlining qualification for this position along with a detailed resume. Please email documents to: hr@anewaop.org