



ANEW is a nonprofit organization with a mission of building people, building communities. Founded in 1980, ANEW has a unique and successful reputation for assisting underserved populations into apprenticeship and family wage careers. ANEW is focused on changing the culture and demographics of industries that have historically not been diverse or inclusive.

RISE Up (Respect, Inclusion, Safety and Equity in the Construction Trades) is a Respectful Workplace Program designed to provide all workers with the tools and support necessary to create and maintain a safe, inclusive and productive environment for everyone. The program was created to shift the culture of construction to a more inclusive and socially conscious environment.

POSITION TITLE: RISE Up Project Coordinator

Reporting to the RISE Up Director, the Project Coordinator will be responsible for administrative and project-related activities conducted for RISE Up. This position will provide support for the strategic plan, organizational-wide projects, data initiatives, trainings, and other programmatic efforts.

The successful candidate will possess strong interpersonal communication qualities, be committed to working with diverse populations, and provide excellent customer service to a broad range of cultures. This position advances ANEW's values for fair and culturally competent service delivery, innovation, efficient application of resources, building a culture of performance, and expanding opportunities to seek input, listen and respond to industry and residents.

ESSENTIAL FUNCTIONS

- Commitment to ANEW's mission, vision, and values.
- Maintain and use program based computerized systems, write, and review reports, and maintain accurate records of private and public contract deliverables.
- Regular and reliable attendance.
- Proven ability to recognize when to apply and employ de-escalation techniques in group settings
- Responsible for supporting and managing escalations while maintaining the relationships between departments and servicing client
- Capable of working independently in performing responsibilities across multiple initiatives and projects.
- Coordinate logistics for the annual planning cycle, projects, and other administrative efforts. Includes calendaring, organization of materials, meeting support, communications, and related activities.
- Provide comprehensive project support which includes meeting and event planning, tracking activities to timelines, data entry and support, and assisting in management of multiple concurrent projects.
- Communicate to a variety of stakeholders via written correspondence, in-person and phone to complete projects, provide updates, and share information.

- Provide excellent customer service as needed. Develop and maintain efficient communication processes.
- Work collaboratively/cooperatively with others on the team and individuals across the organization to develop positive working relationships.
- Manage the RISE Up email account and respond accordingly.
- Perform basic data analysis and benchmarking as needed to inform projects. Includes creation of graphs and tables and external review of information. Produce special and recurring reports as needed from both internal and external data sources. Work with team to ensure integrity of data.
- Oversee management internal communication channels and document repositories. Provide effective organization and management of documents.
- Creating course shells in the Learning Management System, Tradesfactor
- Registration of participants to training and webinars.
- Sub in as technical support for the trainer/facilitator during virtual training sessions.
- Facilitate training material in a virtual setting and in-person as needed.
- Maintain and organize department HUB (website)
- Perform other duties as assigned.

MINIMUM / REQUIRED QUALIFICATIONS
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Required Qualifications

- Experience working with people across a wide variety of industries and organizational hierarchy.
- Commitment to DEI values and understanding of equity and social justice principles and how they can be applied internally and in the field.
- Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds.
- Ability to assess and resolve situations using a flexible approach.
- Ability to consistently maintain professional composure and tact, patience, and courtesy.
- Skill in developing and maintaining an effective, collaborative, and positive staff environment.
- Ability to perform work in confidence and under pressure for deadlines.
- Must be detail oriented and able to complete multiple tasks accurately and in a timely manner.
- Ability to listen and communicate effectively in stressful situations.
- ANEW relies on office automation (Microsoft Office 365) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work. Proficiency or ability to learn business software applications including Microsoft Window, Microsoft 365 (Word, Excel, Outlook, PowerPoint, etc.), Jotform, TradesFactor, Adobe PDF or similar platforms.
- Organize, prepare, and disseminate training and marketing materials
- Comfort with learning new digital technologies and engaging with colleagues on efforts to improve internal systems and practices.
- Strong oral and written communications skills.
- Demonstrated experience researching, compiling, analyzing, and reviewing reports.
- Experience with public speaking in a professional setting.
- Ability to facilitate presentations in a variety of setting including virtually and in-person.
- Experience writing progress and project updates.

- Demonstrated commitment to economic, racial, and social justice and an understanding of the ways institutions and systems hurt communities of color and other marginalized communities, including LGBTQIA+, through both conscious and unconscious bias.
- Flexibility and adaptability in working with a growing non-profit.
- Strong communication and administrative skills with a proven track record of managing multiple projects.
- Experience in working with collaborative partnerships.

Education and Experience Requirements

- An associate degree with 3 years' experience or bachelor's degree with one year experience and/or equivalent combination of education and experience.
- And/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

Licensing/Certification Requirements

- Washington State driver's license.
- Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- 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 Tukwila Training Center and Satellite locations as assigned

WORK SCHEDULE: This is a Full-Time hourly paid position and exempt from the provisions of the Fair Labor Standards Act. Regular workweek is 40 hours, Monday through Friday from 8am – 5pm. Occasional evenings, weekends, on-call work, and some travel may be required.

REPORTS TO: RISE Up Director

SALARY

This position is paid an exempt position with a salary range of \$65,000 - \$75,000 per year. This position is grant funded and continuation of this position is subject to continuation of funding. The starting salary is based on education and experience as per the below matrix:

Experience	H.S./GED	Bachelors	Masters
0 - 2.99 years	\$65,000.00	\$65,975.00	\$66,964.63
3 - 4.99 years	\$65,975.00	\$66,964.63	\$66,964.63
5 +	\$66,964.63	\$67,969.09	\$67,969.09

Years' experience must be directly related to this position.

BENEFITS

This position is an exempt position. The person in this position is expected to serve a 90-day probation period. Benefits will not be included until and unless the position is made permanent, which is contingent upon performance evaluation, funding, board direction, and potential re-development of the organization and its training/service delivery models. If the position is more than 30/hours per week, employer paid medical benefits will include medical, dental, and vision benefits.

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. ANEW also contributes a 4% match to a 401k after one year of employment.

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 riseup@anewcareer.org.