



To: Washington State Building and Construction Trades Council Affiliates and Interested Parties

From: Mark L. Riker, Executive Secretary

Date: November 16, 2023

## **Construct a Career Program Manager**

Washington State Building and Construction Trades Council

### **Job Overview**

The Construct a Career Initiative (CCI) is a grant funded construction apprenticeship awareness and equitable access campaign. The CCI will provide targeted outreach to underrepresented populations, case management-level support to prospective apprentices, including childcare access, and a statewide systemic network for construction career pathways. The CCI has four pillars of strategic engagement: Construction Apprenticeship Navigators, Wrap-Around Apprentice Support, Targeted Outreach, and the Construct a Career Collaborative.

### **Responsibilities and Duties**

- Manage grant budget and deliverables and ensure adherence to state and federal requirements
- Develop and manage all program records and reports, including preparation of required grant reporting and invoicing documentation
- Develop and regularly update a strategic plan to lead the grant project from requirements definition through deployment, identifying schedules, scopes, budget estimations, and implementation plans, including risk mitigation
- Support the grant Leadership Team by managing meeting logistics, materials and continuous communication flow
- Support the Pro-Equity Anti-Racism (PEAR) Core Team in the development and implementation of a PEAR Action Plan using a 5-step Equity Impact Assessment Process
- Manage a Construct a Career Collaborative, recruit partners and facilitate ongoing engagement and communication flow, including a formalized feedback loop
- Engage with industry and sectoral partners, including K-12, apprenticeship programs, community-based organizations, correctional institutions, pre-apprenticeship programs, and other workforce development system partners
- Develop and manage contractual agreements with program partners
- Manage development of targeted outreach materials, including contracting for translation services
- Manage and train a statewide team of Construction Apprenticeship Navigators
- Develop and deliver informational resources and a Childcare Access Conference, in partnership with Imagine Institute and SEIU 925, for JATCs

## Required Qualifications

- Proven working experience in project management
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Experience facilitating meetings with Zoom
- Experience designing targeted outreach materials such as brochures, websites, videos, and other print materials
- Experience developing agendas, securing presenters, and facilitating in person and virtual meetings
- Experience developing and tracking budgets
- Experience managing state and federal grants and a strong understanding of state and federal fiscal policy

## Preferred Qualifications

- Professional certification in project management
- 4 or more years of project management experience
- 4 or more years managing employees
- Grant writing experience
- Solid understanding of the state's registered apprenticeship system, the workforce development system, K-12 & Higher Ed Career and Technical Education, and public assistance programs
- Experience working with WA state agencies, such as the Department of Labor and Industries, the Workforce Education and Training Coordinating Board, Employment Security Department and the Department of Social and Health Services

The position will work from the Council Office in Olympia and will be required to travel throughout the State on a regular basis. We anticipate filling this position with a start date of January 1, 2024. Compensation will be negotiated between \$97,500-\$130,000 per year based on experience. This is a grant funded position.

Letters of Interest and Resumes will be accepted no later than 11:59 pm December 3, 2023 and can be emailed with the subject title "Construct a Career Program Manager" to:

Mark Riker ([mark@wabuildingtrades.org](mailto:mark@wabuildingtrades.org)) and Erin Frasier ([erin@wabuildingtrades.org](mailto:erin@wabuildingtrades.org))

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