



Chicago Women in Trades (CWIT) is a non-profit membership organization that provides support and advocacy for women working in or seeking employment in construction and other traditionally male-dominated jobs. Through education, preparatory training, and support and policy programs our staff and members work to increase employment opportunities and improve working conditions for women in these fields. Through its **National Center for Women's Equity in Apprenticeship and Employment**, CWIT manages national technical assistance and policy initiatives designed to advance women's opportunities in male-dominated blue-collar occupations through customized guidance, advocacy and organizing. More info on the Center can be found at: www.womensequitycenter.org,

Job Title: Program Manager, National Center for Women's Equity in Apprenticeship and Employment
Position reports to: Program Director, National Center for Women's Equity in Apprenticeship and Employment

Position Description: This position, working collaboratively with the National Center team, is responsible for management of multi-organization, multi-state technical assistance initiatives designed to build the capacity of apprenticeship programs and other stakeholders to recruit and retain women in construction, manufacturing and transportation occupations. Key responsibilities include management of grant deliverables/resources; development and distribution of print and virtual resources, preparing reports and maintaining data, and event planning and coordination.

Specific Responsibilities Include:

Project Management:

- Build and manage collaborative relationships and regular communications with sub-contractors and Center partners
- Compilation and preparation of narrative and data reports to funders and other stakeholders
- Track project and subcontractor performance deliverables, expenditures and timelines

Event Management

- Manage scheduling, promotion and logistics for webinars, trainings and presentations
- Coordinate logistics and planning for learning institutes, conferences, and other events,

Publications and Resources

- Manage updating, promotion and distribution of print and virtual resources
- Support research for and development of content for briefs, articles, and press releases
- Build and manage media relations, developing background materials, and identifying opportunities
- Editing and proofing materials to ensure they are accurate, maintain a consistent tone, and communicate core messages and values
- Maintain and update the NCWEA website, social media and web-based resources to share and promote program materials and linkages and build audience in these networks

Other

- Manage administrative responsibilities for the Center that includes organizing and maintaining files, assembling data, contact lists, and preparing reports.

Qualifications

Competitive candidates will have:

- Knowledge of policies and best practices related to women in male-dominated careers, and/or apprenticeship/workforce development, equal employment opportunity and gender equity.
- Experience in one or more of the following: workforce development programs, equal employment opportunity initiatives, programs to build economic security for women and other underserved populations.
- Strong research, written and verbal communication, including persuasive public speaking skills.
- Demonstrated ability to take initiative and to work both independently and collaboratively on multiple projects and tasks
- Demonstrated experience and ability to prioritize multiple responsibilities and meet deadlines and deliverables with precision and accuracy

All candidates must have:

- Commitment to and passion for CWIT's mission of economic empowerment for women
- Understanding of the intersection of racial, gender and other underrepresented population's struggle for equity and inclusion
- Strong computer skills, including knowledge of MS Office programs, and social media
- Willingness to work outside of traditional work hours and to travel on a regular basis.

Salary & Benefits

This is a full time salary position, preferably based in Chicago or Philadelphia with occasional evening and weekend hours and some travel required. Salary range is from \$46,000 – \$53,000, commensurate with experience. CWIT offers a competitive benefit package including: health, dental, disability and life insurance, paid sick, vacation and personal time, and contributions to a retirement plan.

To apply please send via email only, a cover letter your interest in the position and detailing what in your background and experience qualifies you for this position along with a resume and a writing sample. A complete response should include reference to all responsibilities and qualifications listed. The **deadline** for receipt of applications is March 15th, 2021. **Email (only) applications to Lark Jackson at ljackson@cwit.org**