



**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](http://www.womensequitycenter.org),

**Job Title:** Policy Director, National Center for Women's Equity in Apprenticeship and Employment

**Position reports to:** Director, National Center for Women's Equity in Apprenticeship and Employment

**Position Description:** This position, working collaboratively with CWIT leadership and the National Center team, is responsible for advocating for CWIT's policy goals and supporting 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, leading local and state policy initiatives, supporting national advocacy efforts, assisting in the management of a multi-stakeholder, multi-state coalitions, developing materials, resources and funding opportunities for technical assistance and policy campaigns, and advocacy event planning and coordination.

**Specific Responsibilities Include:**

***Policy***

- Shaping and leading CWIT's policy agenda, initiatives and campaign strategies
- Advocating for policies and legislation that advance gender/racial equity and inclusion in high-wage, high-skilled male-dominated occupations with public agencies, policymakers, and industry stakeholders
- Leading and collaborating with CWIT's policy committees
- Managing policy team and collaborations with coalition partners
- Developing resources such as policy briefs, fact sheets, talking points, toolkits
- Conducting research and analysis to support advocacy initiatives and case studies
- Representing CWIT at events and in meetings with policymakers and administrative agencies

***Project Management:***

- Support collaborative relationships and communications with sub-contractors and partners
- Support compilation and preparation of narrative and data reports to funders
- Identify and develop funding opportunities

***Conference, Trainings and Institute Management***

- Coordinate leadership development institute/trainings to build advocacy capacity of the tradeswomen's network,
- Coordinate webinars, trainings and presentations

- Coordinate logistics and planning for learning institutes, conferences, and other events,

### ***Publications and Resources***

- Update the NCWEA/CWIT website, social media and web-based resources to share and promote advocacy and policy initiatives calls. and member/partner action

### **Qualifications**

Competitive candidates will have at a minimum, some combination of the following:

- 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.
- Demonstrated experience developing policy recommendations and conducting and leading advocacy campaigns.
- 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.
- Strong computer skills, including knowledge of MS Office programs, and social media
- 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
- Willingness to work outside of traditional work hours and to travel on a regular basis.

### **Salary & Benefits**

This is a full time salary position based in Chicago with occasional evening and weekend hours and some travel required. Salary range is \$65K - \$70K 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 15, 2021**.

Send email to: [womensequitycenter@cwit.org](mailto:womensequitycenter@cwit.org)