

Northeast Center for Tradeswomen's Equity
Job Announcement
Pipeline Navigator

Background:

The Northeast Center for Tradeswomen's Equity (NCTE) is a newly formed non-profit organization working to increase access and opportunities for women and people of color to enter economically sustainable careers in the union building trades in Massachusetts. The principal partner groups in NCTE are long-established partners in increasing women's access to good building trades union jobs: the Policy Group on Tradeswomen's Issues (PGTI), Massachusetts AFL-CIO (MA AFL-CIO), the Building Pathways Building Trades Pre-Apprenticeship Program (BPI), the Building and Construction Trades of the Metropolitan District (MetroBTC), and the New England Regional Council of Carpenters (NERCC). The work of this collaborative effort is available at policygroupontradeswomen.org

Women are underrepresented in the high wage building trades careers. Recently the [Boston Globe magazine](#) published a story titled "Why women are finally starting to get construction jobs in Mass" that highlighted the underrepresentation of women within the construction trades and detailed the ongoing efforts to address that challenge. These points are significant because Massachusetts has one of the highest concentrations of poor working women, with nearly half of the state's low-income households headed by single mothers struggling in low-wage jobs according to a 2015 study by the Crittenden Women's Union.

With grant funding from the US Department of Labor and the Massachusetts Gaming Commission, NCTE has embarked on the development and implementation of a comprehensive two-fold initiative to enhance participation of women in the building trades by: 1) creating and resourcing a recruitment pipeline and conduit between union apprenticeship programs and female residents of Massachusetts, particularly those in the host and surrounding communities of the state's Resort Casinos, that is built on a new, multi-faceted marketing campaign encouraging women to enter the trades ; and 2) providing technical assistance to apprenticeship programs and other industry stakeholders to improve the outreach, training/placement, and retention of women in apprenticeship. The recruitment initiative will be supported by a comprehensive advertising and marketing campaign separately funded by the Massachusetts Gaming Commission.

NCTE seeks to fill the position of **Pipeline Navigator** to serve as a single point of contact to direct women through the admissions and enrollment procedures of the various union building trades, inform residents of the opportunities available with the union building trades with a strong focus on minority women, and work with NCTE leadership to plan, manage, and implement technical assistance activities for construction industry stakeholders.

Responsibilities:

The Pipeline Navigator will be responsible for:

- establishing points of contact including 800-number, email, QR code and text access for inquiries generated by marketing campaign and other sources;
- creating and maintaining organization website (Word Press preferred), and assisting in social media efforts via Facebook, Twitter and other platforms;
- identifying and conducting outreach to appropriate community and service organizations, and pre-apprenticeship and apprenticeship programs;
- creating a formal intake and referral procedure for inquiries;
- receiving and triaging inquiries and making referrals as appropriate to community and service organizations, pre-apprenticeship, apprenticeship, and employers;

- tracking and reporting on outcomes of all contacts;
- coordinating, communicating and/or attending events such as career and community fairs, information sessions and workshops, trainings and other convenings;
- coordinating and implementing media strategy, including social media;
- compiling and disseminating resource and technical assistance materials;
- participating in organization and other project-related meetings (and maintaining minutes upon request);
- achieving project outcomes and providing detailed documentation of activities including monthly written reports to NCTE President on program activities for which s/he is responsible.

Qualifications:

- BS/BA or equivalent work experience
- Knowledge of labor unions preferred
- Solid organizational skills including attention to detail and multitasking
- Ability to maintain a high level of flexibility and follow-through, and accept direction on given assignments
- Ability to work collaboratively with others and effectively as a member of a team
- Self-starter with ability to work well under pressure and meet deadlines
- Excellent computer skills including Microsoft Office Suite
- Website development experience (Word Press preferred)
- Strong written and verbal communication skills
- Ability to work some evenings and weekends
- Must be responsible, dependable, and display the highest level of integrity
- Ability to maintain workplace confidentiality
- Must take ownership/accountability for own actions and aspects of the job
- Open, welcoming attitude and a positive outlook.

This is a grant-funded, full-time position, with good benefits. The position is based in Boston with some office hours in the casino host communities of Everett and Springfield, required.

Continued employment is subject to availability of grant funds.

Please submit cover letter, work-related writing sample (no more than 3 pages) and resume by no later than April 4, 2017 to:

N.C.T.E.
c/o Building Pathways
PO BOX 190900
Roxbury MA 02119

OR

Email: tradeswomenissues@gmail.com with the Subject line: Pipeline Navigator