



# BC Centre for **Women in the Trades**

## Job Posting

<b>Job Title:</b>	<b>Coordinator</b>	<b>Hours:</b>	~40 hours; including some nights and weekends
<b>Department:</b>	<b>Career Development</b>		
<b>Position Type:</b>	Full time	<b>Environment:</b>	Currently virtual workspace
<b>Location:</b>	TBD	<b>Travel Required:</b>	Local and regional (via air)
<b>Salary Range:</b>	\$3,552.97 bi-weekly; plus vehicle allowance/benefits	<b>Vehicle:</b>	Required for vehicle allowance
<b>Collective Agreement:</b>	BCFED-USW Agreement	<b>Driver's Licence:</b>	Required
<b>Date Posted:</b>	August 24, 2021	<b>Date Closed:</b>	September 20, 2021

Send resume and cover letter to: Human Resources by email at: [humanresources@bcfed.ca](mailto:humanresources@bcfed.ca)

The BC Centre for Women in the Trades (BCCWITT) is a partnership of women from the trades, industry, and labour that is housed under the BC Federation of Labour. Our vision is to lead the cultural shift needed to increase women in the trades—addressing the barriers to attraction, retention, and advancement—and create a diverse, equitable, inclusive, and prosperous trades industry for British Columbia.

Funded through the Canada-BC Workforce Development Agreement, administered by the Industry Training Authority, BCCWITT's career development program provides direct supports to women in the trades that are facing barriers to substantive training and sustainable employment in skilled trades careers.

The ideal candidate is a BC resident that is positive, empathetic, and driven. They are passionate about diversity, equity and inclusion in the trades and want to empower women to personal success in a high-paced and purpose-driven organization.

### **Role and Responsibilities**

Reporting to the Executive Director, the coordinator in the careers program will work with training providers, employers, unions, and other partners to provide supports to women, removing barriers to substantive training and sustainable employment in the skilled trades.

### **Responsibilities include:**

#### **Employment & Training Services and Advocacy**

Working with key partners to support participant recruitment, intake assessment, training and employment placement. Key responsibilities will include:

- Outreach and marketing to recruit participants and program partners
- Perform intake assessments to determine program eligibility and gap analysis
- Develop supports, training and employment plans for participants
- Job coaching and counselling
- Tracking and reporting participant progress in the BCCWITT database and tracking systems
- Assist with negotiating participant job placement agreements with the employer
- Assist participants with navigation of industry systems, such as the Industry Training Authority
- Identify and direct women to community resources, as appropriate
- Assist with issues related to participating employers and/or individuals that were

identified during or after the service planning

- Conduct follow-up with employers, training providers and participants for the collection of information on the outcomes of training, placement, and important service satisfaction surveys
- Organizing events and activities related to participant outcomes, or working with BCCWITT staff to do the same
- Work with other BCCWITT coordinators and tradeswomen to organize training and education sessions for tradeswomen on mentorship and leadership
- Connect women to women in trades networks, mentors, industry leaders
- Other duties as assigned

**Planning, Evaluation and Reporting**

- Maintain effective working relationships with program partners
- Assist with building partnerships with new organizations
- Assist with program evaluation and reporting requirements
- Provide monthly reports to the governance committee

**Qualifications**

- 3-5 years' career coaching, and placement experience in a related setting
- Related post-secondary degree or diploma in career development or social work, or equivalent combination of education and experience
- Demonstrated ability to build collaborative professional relationships with diverse clients and employers
- Experience in facilitation and leading career search workshops, career fairs, and similar events
- Proficiency with apprenticeship systems and supports
- Experience with sectors where women are underrepresented in the workforce
- Knowledge of both unionized and non-unionized work environments is an asset
- Understanding of labour market demand is an asset

**Skills and Abilities**

- Excellent communication and interpersonal skills
- Demonstrated ability to use a computer, technology, software programs, and applications
- Detail oriented and organized
- Strong problem-solving skills
- Ability to work compassionately with diverse individuals
- Ability to work collaboratively with various stakeholders, including women from the trades, industry, unions and government agencies
- Ability to work independently and demonstrates initiative, energy, and sound judgement
- Ability to work in a high-paced, high-volume environment and maintain an exceptional level of customer service
- Ability to effectively balance multiple priorities and meet deadlines

The BC Federation of Labour is the employer for staff of the BC Centre for Women in the Trades.

Last Updated By:	BCCWITT	Date:	August 24, 2021
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