



POSITION ANNOUNCEMENT

Construction Training Coordinator

POSITION SUMMARY

Portland YouthBuilders is a non-profit vocational alternative high school and a residential general contractor, seeking a qualified Construction Training Coordinator. Students are culturally diverse, low-income young adults aged 17-24 years. This state certified pre-apprenticeship program integrates academic education with hands-on construction training on actual construction sites providing a rich, disciplined and transformative learning environment.

The Construction Training Coordinator oversees design and implementation of PYB's construction education and training including classroom based instruction and worksite construction training. The position supervises all staff in the construction training program, including trainers. The Coordinator develops and maintains partnerships with industry partners including apprenticeship programs and construction employers. The Coordinator secures and oversees construction projects that serve as training sites for students.

***Women and people of color are strongly encouraged to apply**

Reports to: Executive Director
Schedule: 40 hours per week (1.0 FTE)
Starting Salary: \$60,000-\$75,000
Employment Status: Regular, Exempt
Benefits: Seven weeks paid vacation per year- prorated in first year based on length of service (4 weeks, typically in July, 2 weeks in December, and 1 week in March); most state recognized holidays paid, plus 1 personal day per month; \$650 per month contribution to cafeteria plan for health care benefits and/or retirement savings; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

QUALIFYING KNOWLEDGE, SKILLS, & EXPERIENCE

- Strong interest in working with young adults to help them develop and achieve goals;
- Experience collaborating with a team to promote and achieve equity goals;
- 10 years experience working in the construction industry, preferably in a leadership position with project management and supervisory responsibilities;
- Journey level carpentry skills, with hands-on experience in most phases of residential construction; strong framing and finish carpentry skills preferred;
- Capacity to collaborate with colleagues in order to facilitate student success;
- Excellent written and verbal communication skills;
- Proficient in use of Microsoft Word, Excel and email; capacity to competently use a Filemaker database after training is provided; other computer skills a plus.
- Demonstrated experience, competency, and commitment to serving a diverse population;
- Excellent organizational skills, multi-tasking abilities, and the ability to improvise and work through uncertainties.
- A good driving record with a valid Oregon Driver's License, the ability to drive various personal and construction vehicles and small buses;
- Ability to lift 50 pounds and to perform work in all typical residential construction conditions including roofs and crawl spaces; ability to demonstrate and perform high production techniques

- Able to pass a fingerprint-based criminal background check and drug test prior to employment.

APPLICATION INSTRUCTIONS

To apply: email resume and cover letter to jobs@pybpdx.org. Immediate applications are encouraged. Resumes will be reviewed as received, and interviews conducted to fill the position as soon as qualified candidates are identified.

No phone calls or visits please

For more information, visit our website at www.pybpdx.org.

Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900

PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.

- *This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,100,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

