



## **Job Description**

### **Construction Training Department Coordinator**

**Position Summary** Portland YouthBuilders (PYB) is a non-profit vocational alternative high school and pre-apprenticeship program dedicated to serving young adults ages 17-26. PYB's mission is to help disadvantaged young people transform their lives through education, training, and the development of viable career pathways. PYB's state certified pre-apprenticeship construction training is offered through two programs: a year-long YouthBuild program, which offers high school completion along with pre-apprenticeship training; and the 9-week Bridge program offering pre-apprenticeship training for high school graduates.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): *At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.*

**The Construction Training Department Coordinator** is a full time position in the Construction Training Department. The candidate will provide administrative, operational, and strategic support to help the department run effectively and efficiently. Responsibilities will include: help develop policies and procedures to govern operations; analyze data to inform policy and program design decisions to increase student success and contractual outcomes; perform outreach and recruitment for PYB's Bridge programs in Multnomah and Washington Counties; help build and manage community and industry relationships; assist trainers with the ordering of construction supplies/materials, and tool inventory and maintenance; oversee vehicle fleet maintenance; maintain the department calendar; assist with facilities management; assist the PYB Operations Committee to establish PYB's annual program calendar; represent PYB at some construction industry meetings.

#### **Position Qualifications:**

- Excellent administrative and organizational skills
- Outstanding written and verbal communication skills
- Proven project management skills
- Ability to excel as a team leader as well as a team collaborator
- Ability to manage multiple priorities simultaneously, and meet deadlines
- Construction industry knowledge is a plus
- Self-starter who takes initiative
- Creative problem solver
- A good driving record with a valid Oregon Driver's License; the ability to drive various personal and construction vehicles and small buses
- COVID vaccination is required except for allowable medical/religious exemptions
- Commitment to advancing equity within PYB and the broader community.

Reports to: Program Director  
Schedule: 40 hours per week (1.0 FTE)  
Location: PYB Main Campus in Lents neighborhood, and PYB's Bridge program site in Hillsboro  
Starting Salary: \$47,000-\$55,000 per year

Employment Status: Regular, Exempt  
Benefits: Seven weeks paid vacation per year- prorated in first year based on length of service; 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.

### **APPLICATION INSTRUCTIONS**

**To apply:** email resume and cover letter to Rana Uzzaman, Program Director, at [rana.uzzaman@pybpd.org](mailto:rana.uzzaman@pybpd.org). Immediate applications are encouraged and will be reviewed as received, and interviews conducted to fill the position as soon as a qualified candidate is identified.

***No phone calls or visits please***

**For more information,** visit our website at [www.pybpd.org](http://www.pybpd.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 \$1,500,000 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.*

