



## We are hiring a Training Program Director.

Building Pathways, a nationally recognized non-profit in Boston dedicated to increasing the participation, retention, and advancement of under-represented groups in the union building trades, is hiring a Training Program Director to manage all facets of the Building Pathways Building Trades Pre-Apprenticeship training program.

**Location:** Boston, MA. In-person work is required. Some remote work is possible.

**Status:** Full-time, permanent position contingent on continued fundraising success.

**Salary:** \$82,000 to \$86,000 annually

**Benefits:** Highly competitive health, dental, vision, retirement, and other benefits

**Apply by:** May 24, 2024

**Start date:** Preferred Start Date: July 29, 2024

**EEO:** Women, LGBTQ, and people of color are encouraged to apply.

**To Apply:** Email your application to [nancy@buildingpathwaysma.org](mailto:nancy@buildingpathwaysma.org) with subject line "Training Program Director Application." Please include a resume, cover letter, and three references. In your cover letter, please outline your interest, experience, and commitment to equity in the union building trades workforce.

### RESPONSIBILITIES:

The Training Program Director will be primarily responsible for managing all facets of BPI's signature Building Trades Pre-Apprenticeship Training (PAT) program, including coordination of the training program and participant employment placement activities associated with the PAT. Together with other BPI team members, the Training Program Director will also engage in assessment of PAT program applicants.

Specific responsibilities may include:

#### Program Management:

- Establish and maintain longstanding relationships with building trades unions, building trades registered apprenticeship programs and signatory employers for training, and employment and placement purposes
- Oversee implementation of training program; ensure programming is relevant and models industry standards and expectations
- Coordinate training program schedule including instructors, guest presenters and field trips, and assist instructors in class management
- Work with various vendors to order supplies needed for program participants and reserve busses for program field trips

- Maintain records of attendance, homework completion, graduation requirements and other documents in the students' electronic case files and other designated locations.
- Attend and participate in industry meetings, events, regular team, and staff meetings, professional development workshops, and organizational events.
- Plan and attend graduation ceremonies
- Achieve program outcomes and provide detailed documentation of activities including monthly written reports to Deputy Director on program activities for which s/he is responsible.
- Maintain confidential files and database pertaining to information on participants from training to employment and one-year post employment
- General record keeping including timesheets, expense reports, mileage reports, etc.

Field and Classroom Instruction:

- Oversee field/shop and classroom instruction. Provide instruction when needed.
- Model industry expectations of professionalism, productivity, and safety.
- Write student evaluations. Work specifically with struggling students to support improvement.
- Be responsive to student needs during class including support, phone calls, and emails.

Placement and Employment:

- Coordinate successful apprenticeship/employment placement of program graduates in collaboration with industry partners with an effective method of screening and matching participants with apprenticeship/employment opportunities. Provide guidance and support to program participants and graduates as they plan their career paths in the trades and apply for apprenticeship/employment opportunities
- Gather employment data from graduates and report this information to the appropriate team members
- Maintain multiple spreadsheets with accurate employment data for the purposes of reporting to funders
- Monitor employment and progress of placed participants

**QUALIFICATIONS:**

- Significant knowledge and aptitude for office technology required.
- Strong knowledge of applications such as Microsoft Word, Excel, PowerPoint, Outlook, and familiarity with the use of databases.
- Understanding of the construction industry, registered apprenticeship, and apprenticeship-readiness programs.
- BS/BA degree and/or minimum 4 years verifiable professional experience working in the field in the skilled trades.
- Familiarity with the full breadth of trades and an ability to guide students effectively
- Knowledge of industry safety standards and related requirements
- Comfortable/competent presenting to groups of people and building strong relationships
- Able to manage multiple tasks, identify priorities, and operate under tight timelines, think strategically, analyze, and work with data, and develop high quality documents

- Strong problem solving, organizational, writing, and communication skills required. Must have great attention to detail, discretion, and a high level of accuracy and precision.
- Strong time-management skills; problem-solver who can work independently and collaboratively.
- Experience maintaining and supporting an inclusive workplace/jobsite environment
- Demonstrated cultural competence and experience working effectively with diverse groups of people.
- Strong commitment to women's empowerment; racial, gender and economic justice.
- Flexible and able to adjust plans based on program needs and scheduling changes

**PREFERRED QUALIFICATIONS:**

- Knowledge of U.S. DOL Pre-apprenticeship Training Programs and Best Practices
- Fluency in working with Salesforce
- Curriculum development experience
- Experience implementing adult-learning best practices and supporting student learning

**BACKGROUND:**

Building Pathways, Inc. (BPI) is a vibrant non-profit organization based in Boston whose mission is to create access and opportunities for low-income Massachusetts residents, including women, people of color and veterans, to enter a career path into the building trades through apprenticeship. Through apprenticeship preparedness training, outreach to young adults and women, and advocacy, BPI addresses the need to recruit top talent into the industry while opening career pathways to groups that have been historically under-represented in the construction workforce.

Through its industry-led, worker-centered, and community-focused approach, Building Pathways has grown into a nationally recognized model for addressing training and inclusion in the construction industry, and providing the critical link between greater Massachusetts' diverse communities and access to family-sustaining careers that empower individuals and strengthen our communities.