ANEW improves people’s lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program for women in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW has expanded its mission to continue to serve women, but to additionally serve other underprivileged populations in this space.

**POSITION TITLE: Youth Exploration Program Trades Coordinator**

The main function of this position is to provide services that obtain and maintain meaningful exploration opportunities for in school youths, that may achieve opportunities in pre-apprenticeship and/or apprenticeship opportunities. Services include but not limited to: instruction and supervision of Department of Vocational Rehabilitation students, coordinating sites with school officials, and community agencies. Plan, Coordinate, Instruct, and Implement work-based training/exploration during school hours, after school, or weekends and school Holidays.

**ESSENTIAL FUNCTIONS**

*Program Coordination*
- Ensure that program activities operate within the policies and procedures of the organization
- Assess student needs – identified through workplace readiness training sessions and assessing student needs
- Record and document student activities on organization tracker system
- Enroll students into workplace readiness training, work-based learning activities, and paid work-based learning opportunities by ensuring DVR Pre-ETS forms and ANEW Enrollment form is completed for each activity and each student
- Maintain records on the students of the program for statistical purposes according to the confidentiality/privacy policy of the organization
- Schedule Workplace Readiness Training activities
- Schedule Work-based Learning activities
- Coordinate and schedule guest speakers, hands-on activities, and offsite visits
- Coordinate and schedule program supplies and materials through vendors
- Other duties as assigned

*Lead the program*
- Ensure contract deliverables are being met
- Plan, Instruct, and Supervise student participants during work-based learning training/exploration that are 40+ hours
• Plan, Instruct, and Supervise student curriculum, hands on project, and onsite and/or offsite visits
• Coordinate apprenticeship programs, contractors, and vendors for panels for Exploration workshops; this includes workplace readiness training, work-based learning activities, and paid work-based learning.
• Other duties as assigned

**MINIMUM QUALIFICATIONS**

• Experience providing outreach and communication to disadvantaged populations, preferably IEP/504 students
• Knowledge of apprenticeship preferred
• Experience with construction preferably teaching and training with hands-on construction projects
• Experience working in a team environment to reach outcomes
• Experience collaborating with school and community partners
• Excellent interpersonal, written and verbal and excellent customer relations skills
• Intermediate to advanced computer skills, including operational abilities in all Microsoft Suite programs (i.e. - Word, Access, Excel, and PowerPoint)
• Experience in using various forms of social media for business related purposes
• Experience: providing recruitment, employment placement services, instruction and counseling to adult or youth population and working with ethnically diverse populations
• Knowledge of barriers facing hard to serve clients

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS**

• Ability to work flexible schedule to include evenings and/or weekends
• Proof of citizenship or other authorization for employment
• Continuation of this position is dependent on achievement of performance goals and availability of funding

**WORK LOCATION:** ANEW Administration office in Renton and remote locations as assigned

**TRAVEL REQUIREMENT:** Within the state of Washington, up to 25%

**WORK SCHEDULE:** Monday through Friday and occasional evenings, weekends, and holidays.

**REPORTS TO:** YEP Program Supervisor
**ANTICIPATED START DATE:** ASAP

**SALARY**

This position is a non-exempt position and is paid an hourly rate of $25 – 32 an hour. This position reports to the Director of Programs.

This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

**BENEFITS**

Employer paid benefits include: Medical, Dental and Vision for the employee. Employees may choose to purchase coverage for dependents through the ANEW plan. A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of $80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits.

Additional employer paid benefits include: 401k (after one year) basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

**APPLICATION PROCEDURE**

This is an open position. To receive first consideration, applicants should submit a cover letter outlining qualification for this position along with a detailed resume. Please email documents to: hr@anewaop.org