



BUILDING PATHWAYS

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Building Pathways Inc.

Job Announcement

Project Coordinator

Background:

Building Pathways, Inc. (BPI) is a non-profit organization based in Boston whose mission is to create access and opportunities for low income Boston metro area residents, including women, people of color and veterans, to enter into a career path into the building trades through apprenticeship. Through apprenticeship preparedness training, outreach to young adults, 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 inclusivity in the industry, and providing the critical link between greater Boston's diverse communities and access to family-sustaining careers that empower individuals and strengthen our communities.

BPI seeks to fill the position of Project Coordinator for the BPI Building Trades Pre-Apprenticeship Training (PAT) program. The PAT program provides job readiness and occupational skills training through classroom instruction, shop activities and field trips, to prepare participants to enter into a building trades apprenticeship program. The PAT program also provides structured case management; and intensive career coaching, job development, apprenticeship and job placement; and participant follow-up.

Responsibilities:

The Project Coordinator will be primarily responsible for coordination of the training program and participant employment placement activities associated with the PAT. With the support of the Executive Director and other BPI team members, the Project Coordinator will also engage in assessment of PAT program applicants.

Specific responsibilities may include:

- Establish and maintain longstanding relationships with building trades unions, building trades registered apprenticeship programs and signatory employers for employment opportunity and placement purposes
- Coordinate successful apprenticeship/employment placement of program participants in collaboration with industry partners with an effective method of screening and matching

- participants with apprenticeship/employment opportunities.
- Monitor employment and progress of placed participants and provide post-placement retention services to both employers and the participants, as necessary
- Assist in coordination of and participate in applicant assessment process
- Coordinate training program schedule including presenters and field trips and assist lead instructor in class management
- Participate in partnership, team and other program-related meetings
- Achieve program outcomes and provide detailed documentation of activities including monthly written reports to Executive 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-placement

Qualifications:

- BS/BA or equivalent work experience
- Demonstrated knowledge of union construction contractors, trade unions, and joint apprenticeship programs
- ☐ Experience in program administration preferred
- Solid organizational skills including attention to detail and multitasking. Ability to maintain a high level of flexibility and follow-through, and accept direction on given assignments.
- Ability to work collaboratively with others and effectively as a member of a team
- Self-starter with ability to work well under pressure
- Excellent computer skills including Microsoft Office Suite
- Ability to work evenings and weekends (Building Pathways offers 3 daytime training cycles and one evening/Saturday cycle per year)
- Must be responsible, dependable, and display the highest level of integrity
- ☐ Ability to maintain workplace confidentiality and take ownership/accountability for own actions and aspects of the job.
- Open, welcoming attitude and a positive outlook.

This is a full-time position (with some flexibility) with good benefits including health and dental insurance, 401(k) and paid time off. This is a grant-funded position and continued employment is subject to availability of grant funds.

Please submit cover letter and resume by no later than July 12, 2019 to:

Building Pathways, Inc.
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 Roxbury, MA 02119
 mary@[buildingpathwaysboston.org](mailto:mary@buildingpathwaysboston.org)

Building Pathways, Inc provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.