

BC Centre for Women in the Trades

Job Posting

Job Title:	Coordinator, Mentorship	Hours:	Flexible; including nights/weekends
Position Type:	Full-time, 2-year term	Environment:	Open/shared workspace
Location:	Port Coquitlam, BC	Travel Required:	Local and regional (via air)
Salary Range:	Competitive salary	Vehicle:	Required
Apply To:	info@BCTradeswomen.org	Driver's Licence:	Required
Date Posted:	April 12, 2018	Date Closed:	April 29, 2018
Application Requirements:			
<input type="checkbox"/> Resume		<input type="checkbox"/> Cover letter	
<i>Please tell us how you have promoted or supported women in trades previously.</i>			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under the direction of the governance board, the Coordinators will have overall operational responsibility for programs, expansions, and execution of its mission. Work in collaboration with the other Coordinator and administrative staff.</p> <p>Outreach</p> <p>Outreach to tradeswomen across the province to build and maintain an infrastructure to support mentorship opportunities, as well as professional and local networking, including:</p> <ul style="list-style-type: none"> • Organize formal and information networking events (local meetings, socials, etc.) • Lead the planning of a conference in coordination with tradeswomen • Manage database of women in trades with assistance from administrative staff <p>Mentorship</p> <ul style="list-style-type: none"> • Organize training and education sessions for tradeswomen on mentorship and leadership • Connect women to other women in trades / mentors / industry leaders <p>Advocacy</p> <ul style="list-style-type: none"> • Direct women to community resources • Assist with navigation of industry systems, such as the Industry Training Authority <p>Social Media</p> <ul style="list-style-type: none"> • Update all social media platforms regularly • Assist in the administration and expansion of the BC Women in the Trades private Facebook group • Provide connections and information to women looking for mentors in their field • Ensure events (including those done by other agencies for tradeswomen) get full coverage on social media • Create new and amplify existing online networking opportunities <p>Fundraising & Communications</p> <ul style="list-style-type: none"> • Lead efforts and manage development staff to expand revenue generating and fundraising activities • Use external presence and relationships to garner new opportunities • Initiate, lead, and manage strategies for grants, contracts, and government funding opportunities 			

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Planning, Evaluation and Reporting

- Develop and maintain effective working relationships with outside agencies and seek collaborative arrangements to provide more efficient and integrated programs
- Build partnerships in new markets, establishing relationships with the funders, political and community leaders
- Assist with program evaluation and Ministry reporting requirements
- Provide monthly reports to the governance board

QUALIFICATIONS

- Trades qualification
- Experience with apprenticeship systems
- Understanding and experience with sectors where women are underrepresented in the workforce
- Strong connections to the construction industry an asset
- Experience managing budgets
- Experience with event planning
- Advocacy and/or policy experience at local, provincial, and national levels

PREFERRED SKILLS AND ABILITIES

- Strong verbal and writing skills
- Strong facilitation and presentation skills
- Ability to work collaboratively with diverse groups of people
- Ability to work independently and demonstrates initiative, energy, and sound judgement
- Ability to effectively manage projects and balance multiple priorities and meet deadlines
- Ability to use a computer, technology, software programs, and applications

Last Updated By:	Nina Hansen, BCFED	Date:	April 12, 2018
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