



Title:	Director of Training & Placement
Classification:	Exempt, Full-Time
Reports to:	Executive Director

Those interested in applying for this position are encouraged to submit a cover letter and resume via email to Keith Laschinger at keith@clevelandbuilds.com. Qualified candidates are encouraged to submit materials as soon as possible and before December 22nd. The process will continue until an excellent candidate has been identified and has accepted the position.

Job Purpose & Summary

The Director of Training & Placement position is a key role in establishing Cleveland Builds as *the* workforce development program for the building & construction skilled trades. Cleveland Builds is entering its second year of programming and is a worker-centered and industry-led non-profit organization preparing participants for a successful career in the building & construction industry.

In order to advance the mission of Cleveland Builds, the Director of Training & Placement will partner with all Construction Employers Association (CEA) and Cleveland Building & Construction Trades Council (CBCTC) members. The Director will also collaborate with all Cleveland Builds and Construction Employers Association staff and report to the executive director of Cleveland Builds.

It is anticipated that the Director will bring significant building & construction industry experience and expertise to this role. The Director will leverage this experience and expertise – along with a passion for the mission of Cleveland Builds – to help program participants achieve success to meet the workforce needs of key industry stakeholders.

Essential Duties & Responsibilities

- Establish Cleveland Builds as **the** workforce development program in the building & construction skilled trades and secure official program recognition as needed.
- Evaluate and make changes as needed to current apprenticeship-readiness programming.
- Manage all logistics for apprenticeship-readiness programs.
- Track participant progress from pre-apprenticeship through placement and apprenticeship.
- Develop relationships with participants and develop mentorship programming as needed to increase the retention and success of participants.
- Develop additional programming as needed to meet worker and industry needs.
- Promote the building & construction industry and career opportunities in it throughout Cleveland and the region.
- Assist with community outreach and partnership development.
- Create policies and programs based on workforce development and diversity, equity, and inclusion best practices.
- Develop relationships with other workforce development practitioners and in other industries to
- Other duties as assigned.

Qualifications and Experience

Knowledge, Skills and Abilities

1. Broad knowledge and deep experience with the building and construction industry.
2. Experience with workforce development, youth mentoring, and community engagement.
3. Diversity, equity, and inclusion mindset and ability to foster learning and educational opportunities for people of color and women.
4. Forward thinker, innovative, and creative.
5. Ability to plan ahead and develop and maintain programs.
6. Ability to build and foster relationships within the community.
7. Strong leadership qualities, including effective communication skills, group facilitation, and presentation/training skills.

8. Management effectiveness, including successfully engaging with team members and providing encouragement, support, and direction.
9. Strong communicator and listener.
10. Strong work ethic, reliable, dependable and loyal.
11. Aptitude and awareness to maintain confidentiality.
12. Positive team attitude and ability to handle difficult and sensitive situations.
13. Organized and detail-oriented.
14. Ability to utilize and contribute to and assist with management of a database and proficiency with Microsoft Word, Excel, Outlook and PowerPoint (or equivalent applications) and other information technologies.

Experience

The ideal candidate will have five or more years' experience in the building and construction industry and experience with training apprentices. Experience with community engagement; workforce development; diversity, equity, and inclusion also valued.

Working Conditions

The Director reports directly to the Executive Director of Cleveland Builds and will maintain an office at CEA's main headquarters. CEA's workplace policies apply to employees of Cleveland Builds and this is an at-will position. The hours for this position are primarily Monday through Friday, 40-50 hours per week. Some evening and/or weekend hours will be required. Flexibility in core working hours is provided so long as objectives and expectations are being met for this role. As is standard in the industry, the Director must pass a substance abuse test and will also be required to pass a background check.

Physical Requirements

Work is performed in various different environments, including but not limited to on-site visits to schools, colleges, training centers, community organizations, and construction jobsites. Essential functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally bend, kneel, and reach; to lift, carry, push/pull light to moderate amounts of weight; operate office equipment that may require fine motor coordination (i.e. use of a keyboard). Physical requirements may also include being able to see clearly, climbing stairs and/or ladders; crawling, crouching, balancing and lifting construction equipment. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions of the job (without creating an undue hardship for CEA).

Core Values - the core values of CEA, listed below, apply to Cleveland Builds:

1. We are focused on effectively communicating with each other.
2. We value teamwork and will adapt to new and seasonal challenges.
3. We are reliable and prompt. "On-time is late. Early is on-time."
4. Our work is professional. We will double check our work and give attention to the details.
5. We go above and beyond and always try to improve our own performance as well as member services.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. However, this job description is not intended to be an exhaustive list of responsibilities, duties, or qualifications associated with the position and may be modified from time-to-time.