



SAN MATEO COUNTY UNION COMMUNITY ALLIANCE

1153 Chess Drive • Suite 200 • Foster City • CA 94404

Phone: (650) 572-9920

Serving Workers and their Families

JOB ANNOUNCEMENT

TRADES INTRODUCTION PROGRAM ASSOCIATE

THE OPPORTUNITY

San Mateo County Union Community Alliance is seeking a Trades Introduction Program Associate to join our exceptional team. For more than 20 years, the San Mateo County Union Community Alliance has provided guidance and support to working families in San Mateo County.

The TIP Associate will support the Trades Introduction Program (TIP), a construction career training and placement initiative that helps job-seekers from under-represented communities to enter apprenticeships and achieve a long-term, family-supporting career in the construction trades. The TIP Associate may also be responsible for outreach and administrative work that support our efforts to achieve economic and racial justice in San Mateo County through innovative policy, research and organizing campaigns.

This is a regular, part-time, exempt position, which may include required work up to 2-3 evenings per week and some Saturdays. This position is based in Foster City, California. The role currently is primarily remote but requires some in-person work around San Mateo County. Eventually this position will be primarily on-site and in the field, with some remote flexibility.

THE ORGANIZATION

San Mateo County Union Community Alliance enhances the quality of life for all workers and their families in San Mateo County through programs and partnerships with organized labor, community organizations, and government, designed to support quality jobs, ensure community health, and create shared economic prosperity.

The Trades Introduction Program (TIP) is led by the San Mateo County Union Community Alliance in collaboration with union, industry, and community partners. TIP is an apprenticeship readiness program designed to educate participants about the construction industry and prepare them to succeed in a construction trades apprenticeship. Participants are adults who are actively seeking to enter a career in a construction trade. TIP includes a 120-hour pre-apprenticeship course, taught by certified instructors with journey-level work experience in the construction trades and 1-1 coaching through the apprenticeship application process until they begin work. TIP serves a wide range of applicants who are seeking a good, family-supporting career, with a special emphasis on homeless individuals, women, communities of color, veterans, formerly incarcerated individuals, recipients of public assistance, and at-risk youth.



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In addition, we are part of the regional High Road Construction Careers partnership, including managing joint data tracking in the State's CalJOBS database. The TIP Associate will be responsible for entering, monitoring, and troubleshooting data of people participating in the regional High Road Construction Careers partnership.

Client data collection and entry is estimated to make up roughly one-third of the TIP Associate's time.

POSITION SUMMARY

Under the direction of the project lead, the TIP Associate will be responsible for day-to-day support for TIP, including but not limited to:

- Providing group and individual counseling to TIP participants to support them in achieving their career goals, including intensive career coaching and individualized case management.
- Developing expertise in understanding and guiding clients through the various application processes and work requirements for each of the 20+ construction apprenticeship programs; maintaining up-to-date information on each program and be able to advise and support students in navigating each application process.
- Building relations with key individuals at each construction apprenticeship program and/or hiring hall; understanding each trade's hiring needs and referring applicants who will perform to their standards.
- Staff support, class announcements, 1-1 counseling, and other administrative and programmatic duties related to the 130-hour course. NOTE: Some early morning, evening and Saturday work is required, in alignment with the MC3 course schedules.
- Coordinating closely with the TIP program director and instructor, monitoring students' learning and progress, and working with the instructor to make any needed course corrections.
- Carrying out an outreach plan to meet enrollment targets for each cohort, including recruitment targets for specific under-represented populations such as women, veterans, homeless persons, or others.
- Making presentations to a wide range of audiences including prospective TIP applicants, students, career counselors and job developers, construction union reps and employers, coalition partners, allies, funders and decision-makers
- Maintaining all client records and documentation required for the program, and performing timely data entry in multiple databases. These may include the State's CalJOBS system, VSAS, the MC3 LMS, DAS, and other databases as needed to meet the requirements of project partners and of city, county, state, and/or federal grants. Training will be provided for each data system.

In addition to their TIP duties, the TIP Associate will participate in SMCUCA staff meetings and trainings and support major organizational campaigns and projects.

Specific roles vary depending on the need, but may include:



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- Providing support for actions, meetings and events, including scheduling, turnout, event staffing, speaking, compiling minutes, and other duties as needed.
- Representing SMCUCA at meetings with allies and supporters, coordinating and attending actions, and supporting the work of the campaign and organization as a whole.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Minimum 2-3 years of prior related work experience in a field such as social work, workforce development, career technical education, job development, case management, counseling, or related work.
- A demonstrated commitment to worker and community organizing, economic justice, and social justice movements.
- Strong communication skills, in both one-on-one and group settings; experience in building trusting relationships with diverse individuals from many different backgrounds and living situations.
- Excellent attention to detail and accuracy; ability to work with high level of complex systems and manage large quantities of client information with thoroughness, accuracy, confidentiality and professionalism.
- Strong time management and task management skills; ability to create and follow through on a workplan to reach a given set of goals; flexible and adaptive to adjust workplan as needed.
- Proficiency in maintaining and retrieving client data and records, including accurate and timely data entry and cleaning.
- Experience making presentations to multiple audiences.
- Work closely with other team members; accountable to both team and individual goals.
- Inquisitive, flexible and adaptable with strong initiative and follow through skills.
- Able to exercise good judgment, deal with ambiguity, quickly respond to unexpected situations and problem-solve.
- Tenacity and resourcefulness in working through challenges or setbacks to reach a goal.
- Familiarity with Microsoft Word, Microsoft Excel and Google Sheets.
- Some travel is required, primarily within San Mateo County.

PREFERRED QUALIFICATIONS (NOT REQUIRED)

- Bilingual in Spanish
- Experience working in low-income communities of color.
- Experience working with the building and construction trades.
- Experience as a staff user of CalJOBS, or with HMIS or similar client-centered databases.
- Valid California driver's license and daily access to a vehicle.



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PHYSICAL REQUIREMENTS

The physical requirements listed are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Sit, bend, and reach with hands and arms.
- Lift approximately 20-25 lbs. on occasion.
- Stand and move throughout the office.
- Have consistent and reliable attendance.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Work under pressure with changing, ambiguous priorities.
- Communicate effectively and promptly to clients or employees of the organization.
- Climb stairs and steps.
- High level of manual dexterity to adeptly type and use computer equipment.
- Auditory and visual skills – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Follow written and oral instructions and procedures.

SALARY AND BENEFITS

The salary for this position is \$20,000-35,000. This is a part-time, 20-hour, exempt position with opportunity for advancement and/or a full-time position over time. SMCUCA is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category.

Job posting date: October 11th, 2021.

Application deadline: November 1st, 2021. The position will be open until filled and starts immediately.

Email cover letter and resume to: TIP@smcuca.org. Applications without a cover letter may not be reviewed.

San Mateo County Union Community Alliance strongly encourages women, people of color, LGBTQ, and all qualified persons to apply for this position. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

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