Workforce Development Education Coordinator/Construction Trainer

Position Overview
Collaborate with Workforce Development Director to plan and implement education component of the Workforce Development Program for 10-15 participants ranging in age from 18-26. Manage participant’s individual education plans, individual success plans, and other soft skills training throughout 10-month long cohorts. As Construction Trainer plan and implement construction education component of the Workforce Development Program for 10-15 participants ranging in age from 18-26. Assist in participants’ classroom instruction on construction basics, as well as onsite construction training/mentorship throughout 10-month cohorts. Work collaboratively with all other construction project partners to include TVCDC employees, architects, contractors/subcontractors, and Self-Help program participants.

To Apply
To apply, complete an application and submit your cover letter and resume online here, be sure to indicate that you applying for the Work Force Development Education Coordinator/Construction Trainer on the application.

Reports to
Workforce Development Program Director

Position Details
Compensation: $19.23 to $21.63 per hour depending on experience (annual equivalent of $40,000-$45,000)
Reports to: Workforce Development Program Director
Position Type: Full-time, hourly, nonexempt, not to exceed 40 hours per week
Employment Classification: Hourly, Non-exempt
Position Location: TVCDC Porcupine office, regular regional and occasional national travel required
Position Schedule: Monday to Friday 8:30am to 5:00pm with 30-minute lunch
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.
- Employee Assistance Program

**Essential Duties & Responsibilities - Education Coordinator**

- Develop a classroom calendar covering all necessary soft skills training for each 10-month cohort.
- Work collaboratively with Workforce Development Program Director, in maximizing both soft-skills and construction training calendar.
- Aid in establishing and maintaining a program culture that remains focused on the education and development of program participants.
- Develop and coordinate each Participant’s Individual Success Plan.
- Develop and coordinate each Participant’s Individual Education Plan.
- Determine the educational and success needs for each Participant and help them meet those needs.
- Tutor Participants in necessary areas to aid in meeting success plan and education plan goals.
- Assist in grant oversight, ensuring all necessary applicant, interview, and program participant information is accounted for and remains up-to-date in both physical files and electronic tracking system.
- Create regular check-in structure allowing consistent tracking of all program participants’ development, ensuring successful completion of established goals with-in each 10-month cohort.
- Remain up-to-date on current workforce program trends, new education opportunities that may pertain to participant development, as well as personal/individual development.
- In addition to soft skills, assist in developing program participants professional, interpersonal, and emotional proficiencies, which will aid in personal and professional successes after program completion.

**Essential Duties & Responsibilities - Construction Trainer**

- Assist in implementation of classroom construction calendar covering all necessary construction training for each 10-month cohort.
- Assist in implementing the onsite construction schedule ensuring that the focus remains on increasing program participants capacity and skill, while also working towards necessary construction deadlines.
- Work collaboratively with all other Workforce Development employees and the Construction Project Manager in maximizing efficiency of both the soft-skills and construction-training calendar.
- Assist in classroom and onsite construction training and mentorship for program participants, modeling and teaching skills and principals required to excel in the construction field.
- Aid in establishing and maintaining a program culture that remains focused on the education and development of program participants.
• In addition to construction skills, assist in developing program participants professional, interpersonal, and emotional proficiencies, to aid in personal and professional successes after participants complete program.
• Participate in construction meetings.
• Assist in managing, storing, inventorying, and properly utilizing construction site property, supplies, and equipment.
• Work collaboratively with Workforce Development program participants and a variety of development partners and contractors ensuring work is accurate, safe, and in compliance with plans while also meeting scheduling deadlines.
• Immediately communicate any concerns or issues or areas needing assistance to Project Manager, and implement necessary corrections as directed.
• Ensures compliance with approved QC Plans.
• Establish active role in personal and professional development, working with supervisor to advance professional growth and in implementing a system of feedback/check-ins that ensure you are meeting those development/growth goals.

Qualifications, Knowledge, Skills
• Skilled in forming relationships and working/training young adults.
• 2+ years education experience, preferably working with high school students or young adults.
• 1+ years construction experience
• Bachelor’s degree in education or related field preferred.
• Must have high school diploma or GED
• Prior experience working in a training/mentorship capacity in construction field is not required, but preferred.
• Adept with technology, skilled in navigating and/or learning a variety of computer software/programs.
• Familiarity with local community, Lakota language, and culture.
• Able to excel in fast-paced, collaborative work environment with a variety of personalities and competing deadlines/priorities, always ensuring participant development remains the priority.
• Adept in working, teaching, and communicating through a variety of techniques, allowing increased engagement/development for a variety of learning styles.
• Able to vary teaching/mentorship to a variety of learning styles.
• Ability to take direction with an open mind.
• Knowledge of materials and methods.
• Prior leadership, strong communication, and relationship building skills.
• Able to adhere to outlined safety and construction standards.
• Excellent communication skills, and the ability to work collaboratively with a variety of people and communicate with all involved.

Drug and Alcohol Policy
Employees will hereby acknowledge that TVCDC has a Drug and Alcohol Testing Policy (“Policy”), TVCDC is committed to providing a safe and healthy workplace that is free from drugs and alcohol. If selected for employment, new employees will be tested for drugs and alcohol prior to a start date.
Employees understand that if tested positive for drugs or alcohol, they will not be hired for the current opening, but may reapply or retest in the future when there is another job opening.

**ADA Specifications**
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Education Coordinator/Construction Trainer may be required to work at a computer for extended periods of time and lift up to 15lbs.

**Mission Driven**
Education Coordinator/Construction Trainer has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

**Thunder Valley CDC Mission**
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

**Thunder Valley CDC Vision**
We envision a liberated Lakota nation through our language, culture, and spirituality.

*The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*