

Chicago Women in Trades (CWIT) is a non-profit community-based organization dedicated to increasing women's economic equity through access to high-wage, skilled trade jobs. Founded in 1981 by tradeswomen, CWIT is constituent-led with tradeswomen's organizing and leadership development central to the organization's work and successes. CWIT's direct service programs, organizing, advocacy initiatives, and technical assistance are internationally recognized as best practices to promote and ensure equity and inclusion in male-dominated blue-collar occupations.

**Job Title:** Retention Specialist

**Position reports to:** Program Director

**Position Description:** Chicago Women in Trades is seeking a Retention Specialist to provide employment assistance as well as mentorship, networking, leadership development and other activities to retain women in the industry. In addition, this position will provide technical assistance and training to apprenticeship programs and employers to build their capacity to recruit and retain women.

**Areas of responsibility include:**

- Following up regularly with participants before and after placement to track and help resolve any issues preventing progress.
- Supporting experienced tradeswomen in addressing issues impacting retention and advancement, including assistance with harassment and discrimination complaints.
- Developing a program of workshops/classes that support women's career advancement and leadership development.
- Identifying opportunities and supporting tradeswomen to earn additional certifications and credentials.
- Organizing networking and/or mentorship activities to support women's retention.
- Providing support as needed to women's committees and the Tradeswomen's Council, including organizing workshops and other activities identified by members.
- Supporting the larger team, including policy and technical assistance staff, in developing and promoting anti-harassment training and policies to improve worksite culture and organizing tradeswomen's participation in policy advocacy work.
- Maintaining all required participant documentation, including electronic and physical files.
- Providing reports: updates to managers and supervisors highlighting tradeswomen employment retention and progress.

**Qualifications**

Competitive candidates will have:

- A solid understanding of the construction industry and its hiring processes
- Previous experience in providing workforce development services, including building employer engagement and preparing/matching job seekers.
- Strong oral and written communication skills
- Strong presentation skills
- Experience with Salesforce, excel, Outlook, Power point programs.
- Strong understanding and interest in social media
- Commitment to women's economic equity
- Ability to work both independently and collaboratively on multiple projects and tasks.
- Able to engage a diverse constituency of tradeswomen and program participants.
- Ability to work evenings and occasional weekends and travel throughout the Chicagoland area.
- Preferred associate degree or some college courses.

**Salary and Benefits**

This is a full-time salaried position. The starting salary based on experience is \$55,000- \$60,000.

**Benefits include:**

- Generous paid time off
- Health, dental, disability and life insurance policies
- Employer contribution to 403(b)

**Application Instructions:**

To apply, please send:

- 1) Your resume
- 2) A cover letter outlining how your background and experience qualifies you for this position.

Applications will be reviewed starting January 31st and will be accepted until the position is filled.

**Applications may be sent by email or mail to:**

Renee Jones, Program Director  
rjones@cwit.org

Chicago Women in Trades  
2444 W.16th Street  
Chicago, IL. 60608