



## **JOB POSTING PROJECT COORDINATOR**

### **About the Opportunity**

This is an ideal opportunity for a tenacious and organized individual who is highly motivated to create career opportunities for new apprentices, especially people experiencing poverty, through implementing an apprentice utilization program on specific construction projects. Through Building Futures' Apprentice Utilization Program, the organization creates family-sustaining employment opportunities in the non-residential construction industry. The Project Coordinator will motivate construction contractors to reach apprentice hiring targets and utilization rates established for specific projects, implement day-to-day program operations, coordinate among projects, and manage data.

This role requires a highly organized individual with well-developed communication skills and excellent judgment. This is a full-time role reporting to the Chief of Staff. A mid-level position with an opportunity to advance for the right candidate, the salary range is \$55,000 – \$65,000 with a comprehensive benefits package.

### **About Building Futures**

Building Futures was founded in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality Registered Apprenticeships in the construction occupations to train individuals as highly skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, which include healthcare, information technology, advanced manufacturing, and marine trades, among others. Working with employers, industry partnerships, government, and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state's workforce and economy.

Building Futures has an annual budget of \$3.8 million with a staff of 22, scheduled to expand to 25 in the coming year.

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### **Knowledge, Skills, and Abilities**

- Tenacious professional who is highly motivated to tangibly move the needle on creating career opportunities for apprentices, especially people experiencing poverty. Ability to motivate others to reach apprentice hiring goals.
- Strong organizational and communication (oral and written) skills required. Ability to follow up and ensure follow through required.
- Knowledge of data management and reporting. Ability to read and interpret data.
- Works autonomously, collaboratively, and flexibly within a team.
- Ability to embrace change and demonstrate flexibility in an innovative environment.
- Ability to prioritize multiple competing tasks and activities.
- Strong analytical, critical thinking, and problem-solving skills required.
- Competency with computer programs including databases, Excel, PowerPoint, Word, and Outlook.

## **Responsibilities**

The Project Coordinator has the following areas of responsibility:

### Project-based Coordination

- Coordinate, facilitate, take minutes for, and ensure follow up from on-site and virtual progress meetings with owners, prime contractors and specialty trade contractors to monitor and motivate goal achievement, review AU exemption requests, and ensure compliance with reporting requirements.
- Document positive AU performance and follow up on compliance issues, escalating compliance issues as needed.
- Coordinate with labor unions and jointly-administered apprenticeship programs to accept and place Building Futures' graduates on projects to help contractors achieve AU target rates.
- Coordinate and manage the incentive program by which contractors receive reimbursement for a portion of Building Futures' graduates' wages to support the employment of apprentices.

### Data Management

- Maintain accurate records and ensure data integrity within custom online AUP reporting system.
- Set up projects within AUP reporting system. Ensure contractors accurately utilize the system in a timely manner. Provide technical assistance as needed.
- Create and share monthly project summary and contractor reports. Interpret data to identify and communicate opportunities to improve project compliance and performance towards project goals.
- Track and report on apprenticeship utilization program-level performance.

### Administration

- Coordinate, take minutes, and capture tasks for meetings with AU institutional program sponsors and partners, including Building Futures Advisory Councils, Brown University, City of Providence, etc.

### Program Operations

- Coordinate with staff and consultants around AU roles and responsibilities.
- Ensure appropriate documentation of AU efforts. Participate in information gathering and writing of reports.
- Participate in agency-wide initiatives, providing expertise and support, as needed.

Other duties as assigned.

**Other Qualifications**

- A minimum of two years of administrative, project coordination, or project management experience required.
- Interest in workforce development and the Registered Apprenticeship model required. Experience working with people experiencing poverty preferred.

**Additional Information**

Building Futures is located in the Valley neighborhood of Providence, RI. This role requires local and state-wide travel. A valid driver's license is required.

Building Futures is proud to be an equal opportunity employer. People of color, women, LGBTQ+ and gender non-conforming candidates, people with disabilities, and people of other diverse backgrounds and experiences are strongly encouraged to apply.

**Apply today!**

Please submit your cover letter and resume to Shelby Mack, Chief of Staff, at [smack@bfri.org](mailto:smack@bfri.org).