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## Job Description – Trailblazers Program Manager

<b>Department/Program:</b>	Career Training and Exploration
<b>Reports to:</b>	Senior Program Manager
<b>Supervises:</b>	Interns, VISTA, seasonal instructors
<b>Employee Classification:</b>	Full-time, 40 hours/wk, non-exempt
<b>Last Revised:</b>	September 2024
<b>Main Job Site:</b>	Winooski office

### Position Summary

The Trailblazers Program Manager will work collaboratively to plan and implement VWW’s traditional Trailblazers trades training program, while taking a lead role in the development of a new semiconductor manufacturing “quick start” training. Both programs build accessible pathways to economically viable careers for women\* in nontraditional industries. The manager will work alongside industry professionals, higher education, and employers to identify top skills for entry level to the semiconductor industry and develop curriculum and post-program pathways. The position will be responsible for designing program elements, participant support, and program metrics. This role will also support the management and implementation of VWW’s traditional Trailblazers pre-apprenticeship training program with a focus on construction, electrical, plumbing, weatherization, solar installation, and other trades, while providing one-on-one support for program graduates as they navigate the next steps in their career journeys. The position will work as a team to expand Trailblazers geographically and programmatically. Additionally, the manager will support the Gender Equity team by facilitating gender equity workshops for employers and building tradeswomen affinity groups for greater connection and workplace retention.

*\*At VWW, we welcome anyone who identifies as a woman regardless of assignment at birth. Our programs also welcome individuals who are non-binary or gender expansive who are comfortable in a female-centered space.*

### Essential Functions

#### Program development, management, and evaluation (80%):

- Develop a new Trailblazers “quick start” training program for women in the semiconductor manufacturing industry
  - Work with partners from higher education and industry professionals to develop curriculum and training modules
  - Create a program structure and training calendar that is adequate to encompass necessary entry level training, and meets the needs of under- and unemployed women
  - Develop a process for participant engagement and recruitment
  - Work closely with the Development and Communications team to create an outreach strategy for increasing visibility and awareness of the industry and career

- paths
  - Develop program goals, metrics, and outcomes in partnership with the Senior Program Manager and the management team
- Work with the team to support the coordination of Trailblazers trades trainings including:
  - Participant application process, recruitment, and onboarding
  - Curriculum, program structure, project planning and additional training opportunities
  - Coordination and monitoring of participant work experiences with employers
  - Ensuring suitability of program training sites and adequate supplies, tools and materials
- Provide overall ongoing monitoring and management of the Trailblazers program as a whole including:
  - Communication with training host sites and technical training instructors
  - Outreach and communication with employers and community partners
  - One-on-one support for program participants to address barriers to participation and provide support for post-program job placement or additional training, support job retention
  - Ensuring metrics and outcomes are recorded and reported accurately and in a timely manner

#### **Gender Equity Support (10%):**

- Facilitate virtual and in-person gender equity trainings for employers to increase awareness and encourage inclusive workplace policies that welcome underrepresented individuals and promote workplace retention
- Support the development and implementation of tradeswomen affinity groups around Vermont to engage women working in the field, provide connection and mentorship, and improve retention
- Provide consultation to both employers and women in the industry to navigate issues and build inclusive workplaces

#### **Fiscal and program management (5%):**

- Participate in budget and fiscal planning discussions related to program needs annually
- Manage program resources such as tools, supplies, gear, personal protective equipment, etc.
- Manage approved program budget to ensure efficient use of resources
- Assess, mitigate, and advise management on operational program changes
- Contribute to grant and funding proposals and reports as requested

#### **Other Duties (5%):**

- Make presentations occasionally to employers, community groups, conferences, etc.
- Attendance at occasional VWW evening & weekend meetings and necessary public events
- Attend job fairs and other networking events as needed
- Represent the needs and challenges of women in the trades and nontraditional workforce with donors, policy makers, community partners, and other stakeholders, as requested

#### **Schedule and Work Environment:**

- A mix of telework and work in an open office environment with moderate noise levels
- Regular statewide travel required, occasional nights and weekends required when

- programs are running
- Ability to participate in programming that may require standing for long periods of time
  - Must be able to occasionally lift and/or move up to 50 lbs
  - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### **Minimum Job Requirements**

#### **Education & Experience:**

- High School diploma required; Bachelor's degree or 4+ years relevant experience in program development and management preferred, especially programs supporting girls and women; or a relevant combination of education, skills and knowledge

#### **Specialized Skills & Knowledge**

- A well-organized, self-directed experienced manager with strong operations acumen and ability to work as part of a team, across teams, and independently
- Experience with curriculum & program development and training delivery skills, with attention to gender-informed and trauma-informed programming
- Experience and skills in technical trades or nontraditional industries a bonus (carpentry, woodworking, hand and power tools, electrical, plumbing, technology, manufacturing, etc.)
- Proficient with Microsoft office software and in using email and the resources of the internet
- Valid driver's license

#### **Success Factors**

- Strong commitment to and enthusiasm for VWW's mission
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team
- Excellent communication skills, both written and verbal
- Excellent presentation and public speaking skills
- A can-do attitude concerning all things technology related
- Ability to manage multiple, competing priorities, and accomplish goals
- Commitment to the values of diversity, equity, inclusion and justice
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Ability to deal with the public and staff in a friendly, pleasant and professional manner
- Ability to analyze and solve problems
- A sense of humor, tact and diplomacy