



## Everybody Builds

### Industry Representative | Job Description

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Everybody Builds is a nonprofit organization launched in early 2023 designed to diversify the construction industry in Philadelphia. Working in partnership with the region's largest developers, property owners, contractors, trade associations and unions, Everybody Builds is committed to aligning market opportunities and preparing diverse contractors and workers to play a substantial role in Philadelphia's growth.

The **Industry Representative (IR)** is a Full-Time position that will support and further the mission of Everybody Builds by enhancing and coordinating Everybody Builds' trade, contractor, and community relations. The position will act as a liaison to and require direct interaction and collaboration with workforce organizations, union groups, contractor representatives, and organizational stakeholders at varying levels. The IR will be responsible for supporting pre-apprenticeship and apprenticeship programs and participants, tracking relevant data, and assisting with planning and execution of meetings and outreach events related to workforce development and contractor relations. The ideal candidate will have a passion for diversifying Philadelphia's construction industry and be able to communicate this passion. Working knowledge of the construction trades and labor unions is essential along with attention to detail, strong documentation skills, and consistent follow-through.

This position will provide the opportunity to gain hands-on experience in an exciting, startup environment while being part of organizational growth and impact from the ground level. The startup environment requires a significant level of flexibility and cross team collaboration more so than in long-established organizations. You will gain experience across a breadth of areas of nonprofit and construction trade relations, with direct access to Leadership and opportunity for future development.

### **Responsibilities**

#### **Relationships & Communication**

- Serves as liaison between our partners and Everybody Builds. This includes but may not be limited to workforce organizations, union groups, contractors, and organizational stakeholders at varying levels.
- Maintain excellent working relationships with construction trade partners and workforce development organizations for close collaboration.
- Maintain communication with hiring contractors at all levels (field superintendents, subcontractors, general contractors, construction managers) to identify and document upcoming project opportunities for hiring and placement of apprentices.
- Maintain direct communication with employers, mentors and/or service providers during and after placement or referral for services.

#### **Workforce Development & Community Relations**

- Support in recruitment activities of community individuals for pre-apprenticeship or apprenticeship programs.
- Support pre-apprentices and new apprentices directly through coordination of focus groups, referrals to EB community partners, introductions to contractors for employment, mentorship pairings, issuing of barrier reduction funds and/or job readiness tools, etc.
- Actively facilitate sponsorship and employment placement efforts of apprentices through coordination with partner programs and contractors. This includes providing direct outreach (e.g., sending email reminders, making phone calls, etc.) as well as post-placement support.
- Support development and implementation of apprentice mentorship program. This may include outreach and recruitment of mentors, onboarding, materials preparation, meeting, and events coordination.

- Assist with logistics and event planning for workforce and contractor related events (i.e., job fairs, contractor awareness events, open houses, recruitment sessions, etc.)
- Attend after-hour meetings and events as needed.

### **Data Collection, Tracking and Management**

- Assist in development and updating of employer/contractor database to track all stakeholder information and potential hiring opportunities.
- Gather, enter, and monitor all data related to participants, program partners, contractor partners, project opportunities, stakeholders, etc. as it relates to workforce development.
- Document communication with participants, employers and/or service providers during and after placement or referral for services.
- Track and monitor distribution of barrier reduction funds and job readiness tools to program partners and participants.
- Track retention and post placement support for both the program participant as well as the employer.

### **Special Projects**

- Assist in the planning, implementation, and execution of special projects as needed.

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

The ideal candidate will be an experienced professional with at least 4 years of relevant work experience and a solid track record of successfully fostering relationships and coordinating complex tasks.

#### **Education and Experience:**

- A bachelor's degree and at least 4 years of relevant experience, or Advanced degree and at least 2 years of relevant experience.
- Experience in non-profit, workforce development/job development, construction, data and research, business development, and/or or similar field.
- Demonstrated commitment to equity and specific knowledge of Philadelphia are required.

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

- Working knowledge of construction trades and labor unions is a must, along with knowledge or desire to learn current community challenges and opportunities relating to the mission of Everybody Builds.
- Effective communicator and relationship builder who works effectively on teams and establishes warm relationships with others from varying backgrounds.
- Self-motivated and self-directed, fast learner with a diligent ability to follow through.
- Strong organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Confident external presence with ability to successfully engage with both community members and industry leaders alike.
- Experience and comfort with cold-calling, public speaking and managing external relationships.
- Flexibility and willingness to work on a variety of projects and tasks as needed across the organization.

#### **Competitive salary and benefits**

- Annual salary starting at \$55,000 dependent on education, relevant experience, and abilities.
- Hybrid position with occasional attendance in office, at in-person meetings and after-hours events required.
- Competitive benefits package including:
  - Medical, Dental, and Vision
  - Short-term Disability (STD)

- Long-term Disability (LTD)
- 403(b) Retirement Plan
- Flexible Spending Accounts
- Employee Assistance Program (EAP)
- Life Insurance
- PTO and 14 Paid Holidays per year

To Apply, please email an up-to-date resumé, cover letter, and references to [info@everybodybuilds.org](mailto:info@everybodybuilds.org) *and* apply via ADP at this [link](#).