



## Associate, Education & Workforce Development (Full-time)

<b>Job Purpose:</b>	To assist in the development and implementation of educational programs and workforce development initiatives to support the mission of a 501(c)(6) nonprofit trade association that serves over 300 member companies in the commercial construction industry.
<b>Responsible to:</b>	Manager of Training & Professional Development
<b>Internal Relationships:</b>	Board of Directors and stakeholders, executive management, GBCA employees
<b>External Relationships:</b>	General contractors, sub-contractors, construction suppliers & service providers, developers, government officials, industry partners
<b>Hours:</b>	M-F, 8:30am to 5:00pm; occasional evening or weekend events
<b>Location:</b>	Philadelphia, PA (Center City)

### Key Responsibilities and Accountabilities

The Education & Workforce Development Associate will be responsible for assisting in program coordination, data analysis, communication, and collaboration efforts to achieve the organization's education and workforce development goals. Essential duties will include, but not be limited to, the following:

- Assist the Manager of Training and Professional Development in the planning and execution of GBCA seminars, trainings, meetings, and events during and outside standard business hours.
- Support commercial construction industry workforce development and next-generation initiatives to achieve GBCA strategic goals. Assist with logistics and event planning for workforce and contractor related events (i.e. job fairs, contractor awareness events, open houses, recruitment sessions, etc.) This includes engagement with local schools.
- Serve as a liaison between internal and external stakeholders, ensuring effective communication and alignment of goals. Tasks may include attending industry events as a representative of GBCA.
- Coordinate workforce development efforts with the Philadelphia Building Trades, Everybody Builds, and the Carpenters Union.
- Provide committee support as needed by drafting agendas and minutes, updating the member database, and coordinating with committee members.
- Assume responsibility for the creation of the annual Tuition Reimbursement guide, sell advertisements, and collaborate with the GBCA marketing department to produce materials.
- Secure vendors for GBCA events such as the Construction Technology Expo and Career Day.
- Utilize the member database to enter and maintain accurate notes for tracking membership services provided.



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

- 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.
- Must be highly organized, detail-oriented, and analytical with a demonstrated ability to manage multiple projects and prioritize responsibilities.
- Proficient computer skills (Microsoft Office applications, database applications, etc.)
- Ability to analyze and summarize data and information.
- Professional and customer service-oriented individual with uncompromising ethics.

## **Education and Experience Requirements**

- Bachelor's degree
- 2+ years of relevant work experience

## **Work Conditions/Physical Demands**

The Education & Workforce Development Associate works in a typical office environment. A typical workday will include, but not be limited to walking around the office, sitting at a desk, using the computer, using office machines, and speaking on the phone.

Periodically, the Associate will be required to attend GBCA events or related outside meetings/events on behalf of GBCA. These meetings/events may take place outside of regular business hours and outside Center City Philadelphia. The Associate will typically assist with the event set up and breakdown activities.

The Associate will work full-time onsite at the GBCA office, with the opportunity to expand to a hybrid work schedule after six months of employment.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## **Application Instructions**

Qualified candidates should submit the following to the attention of Meg Ginsberg via email to [mginsberg@gbca.com](mailto:mginsberg@gbca.com):

1. Cover letter
2. Resume