



## Build Montana Coordinator

The Montana Contractors Association, MCA Education Foundation and the Montana Equipment Dealers Association have developed a joint action plan and strategy, **Build Montana**, to address the immediate and long-term workforce challenges of the construction industry. **Build Montana** is a strategy to create a bridge between workforce and industry, and to increase the pipeline of people entering the construction industry.

The intent of this strategy is threefold:

1. To build awareness among Montana youth about rewarding careers in the construction industry, focusing on Montana youth, families, teachers and school administrators.
2. Focus on grades 9-12 through an innovative approach to education by leveraging expert mentors in onsite internships that give students real-life exposure to careers, tapping into industry certification that is portable for the student.
3. Fill the pipeline to Montana's 2- and 4-year technical degree programs that further prepares young people and adults interested in changing careers for careers in the construction industry.

### Background:

This program is being created as the result of several factors that have impacted hiring and workforce sourcing in the construction industry over the past few decades. Interest and awareness of the strong career paths available in the industry is at a point where many young people are either unaware or discouraged from a construction trade career path. In order to change these perceptions and misunderstandings, it will require industry to actively engage with schools, teachers, administrators, parents and their communities. In addition, the events surrounding COVID-19 resulted in construction being declared an essential service, and thereby creates opportunities for adults who want to change careers.

It is the objective of **Build Montana** to contract with an individual or firm to execute these strategies.

### Primary Responsibilities:

- Build relationships with students, teachers and administrators.
- Create partnerships between local contractors and dealers to engage with schools. Provide the resources and messaging to help build those relationships.
- Represent the industry at school-based events, teacher, administrator and school board association meetings.

- Lead internship and pre-apprenticeship efforts.
- Engage with the Future Farmers of America.
- Engage with Montana Association of Career Technical Educators. Engage with and support larger community events
  - Digger Days
  - Missoula Under Construction
  - Building Helena
  - TekNoXpo MSU-Northern
  - SkillsUSA State Competition
- Engage with Montana School Counselors Association.
- Engage with Office of Public Instruction-CTE division.
- Evaluate and continuously improve the **Build Montana** program.
- Work with the MCA marketing director to ensure **Build Montana** activities and events are promoted in local communities.
- Participate in workforce development workgroups (such as chambers of commerce) throughout Montana, and represent the MCA, MCAEF and MEDA in community discussions on workforce needs and strategies.
- Together with MCA staff, develop and implement plans for ongoing financial sustainability of **Build Montana**.

#### **Minimum Qualifications:**

- Successful experience in workforce development, human resources, public relations or communications, project management, or a related field;
- Combination of relevant experience and education providing the knowledge, skills, and abilities necessary to perform the duties of the position;
- Ability to work independently and as part of a team at the MCA/MEDA, and with community partners and the public;
- Ability to execute plans and strategies, and measure progress and impact of **Build Montana**;
- Must possess a valid driver's license and reliable transportation;
- The successful candidate or firm will be innovative, organized, outgoing, self-driven, and be passionate about working with young people.

#### **About the Position**

- Contracted position July 1, 2020-December 31, 2021. Possible extension.

- It is anticipated that the bulk of work will occur between August and May. Coordinator/IC must provide their own work station (home or other), with flexibility of some hours worked at MCA office in Helena.
- Prefer coordinator to be centrally located in Montana, due to travel required to various communities.
- Due to COVID restrictions, IC is highly encouraged to use tele-meeting services. Up to 50% travel, mostly in-state. Mileage reimbursement provided, upon pre-approval.
- Occasional evening and/or weekend work possible.
- Compensation range \$4,000-\$4,625 per month. Bonus potential upon achieving measurable outcomes (outlined below).
- Must be able to lift 25 pounds.
- Valid Montana Driver's License and reliable transportation required.
- Proficient in office software programs.
- Individuals or firms will be graded based on similar experience.
- Must hold current Independent Contractor Exemption Certificate with Montana Department of Labor, or be a professional corporation.
- Due to the fact that this position may involve interaction with children under the age of 18, the MCA reserves the right to conduct a criminal background check.

#### **Measurable Outcomes**

- Make personal appointments/meetings with at least 100 high schools or districts; contact should be with CTE teachers, counselors and/or administrator.
- Make personal contact with contractors in those communities and facilitate career exploration – to include, but not limited to, in-classroom presentations, worksite visits, and pre-apprenticeships, as COVID restrictions allow.
- The MCA has 150 General Contractor and Specialty Contractor members, and more than 15 equipment dealer members. IC shall initiate an average of 15 new contacts per month among these MCA members.
- Develop a tracking and outreach system.
- Weekly reporting to MCA staff. Monthly reporting to MCA Education Foundation.
- Establish regional benchmarks and strategies to increase the number of students participating in Montana CTE programs.

#### **To Apply**

- Submit cover letter and relevant contract/work experience to David Smith, Executive Director, Montana Contractors' Association, 1717 11<sup>th</sup> Avenue, Helena MT 59601. Electronic applications will be accepted, to [david@mtagc.org](mailto:david@mtagc.org)
- Position is open until filled. Desired contract start date is July 1, 2020.

*May 22, 2020*