

**Ohio State Building & Construction Trades Council  
Outreach and Workforce Development Specialist**

**Status:** Full Time, Monday – Friday

**FLSA:** Exempt

**Location:** HQ in Columbus, OH with statewide travel, 50%

**Salary:** \$65,000-\$80,000 plus benefits, commensurate with experience. Please include salary requirements in your cover letter. Benefits package includes: Employer-paid medical, dental, vision insurance; Employer-paid annuity; Employer-matched 401K; Excellent work environment.

The Ohio State Building & Construction Trades Council is seeking a skilled and dedicated individual to join its staff as **Outreach and Workforce Development Specialist**. This position requires experience in public outreach, recruitment communications, and data management. The **Outreach and Workforce Development Specialist** will be responsible for managing statewide workforce development campaigns and closing recruitment leads; delivering the Building Trades' statewide 7-12 school counselor training course and other outreach presentations; statewide recruitment event planning and staging; and assisting staff with member communications and database management. Comfort with public presentations is a requirement of this position. Knowledge of apprenticeships, building trades careers, and military-to-civilian workforce transitions helpful.

**Job Responsibilities:**

- Works with Ohio State Building & Construction Trades Council's Executive Secretary Treasurer and ACT Ohio Communications Director on workforce development programs and recruitment campaigns across Ohio.
- Travels to registered apprenticeship training centers to teach *Construction Trades and Apprenticeship in Ohio* course to licensed grade 7-12 school counselors.
- Represents the Ohio State Building Trades at statewide recruitment events.
- Acts as a liaison connecting Ohio Building Trades member unions and apprenticeship training centers with educators, students and community members in Ohio's 88 counties;
- Maintains accurate databases and distribution lists for internal and external stakeholder groups;
- Responds to recruitment leads for Building Trades employment and joint-labor-management apprenticeship training programs;
- Maintains brand and editorial guidelines and follows quality-assurance processes for all published materials, presentations, and outreach events.

**Qualifications**

- Ability to travel weekly, including overnight (50% travel requirement on-location across Ohio).
- Possession of a valid Ohio driver's license; must be insurable to operate a motor vehicle.
- Bachelor's degree from a four-year college or university plus 1-3 years' experience in recruitment and workforce development and/or communications and corporate training.
- Public speaking experience and comfort.
- Database management; reporting on recruitment campaigns and initiatives.
- Ability to meet deadlines, strong project management skills, and ability to prioritize multiple tasks effectively.
- Ability to complete all projects and meet quarterly goals in alignment with Workforce Development objectives of the Ohio State Building & Construction Trades Council.
- Results-driven and accountable in a complex, fast-paced environment.
- Passion for recruiting the next generation of Ohio construction workers and apprentices.

**To Apply:**

E-mail a cover letter (with salary expectations), resume, writing and/or multimedia production samples, and three professional references to:

Mark Douglas: [mark@ohiostatebtc.org](mailto:mark@ohiostatebtc.org)

**The Ohio State Building & Construction Trades Council is an equal opportunity employer**