

# Education-to-Careers Director

*Union Construction Non-Profit Organization*



## **The Organization**

CISCO (The Construction Industry Service Corporation) is a labor-management organization serving union building trades and union contractors. We currently represent more than 140,000 union construction workers and 8,000 union contractors in Cook, DuPage, Kane, Kendall, Lake and McHenry Counties.

## **The Position**

We are looking for a self-motivated, energetic employee who possesses a strong working knowledge of union apprenticeship programs. Employee must be able to forge partnerships with a diverse group that includes union training coordinators, contractors, businesses, industry partners, school educators and counselors, and other non-profit organizations. Bachelor's degree or a building trade education equivalent preferred, but not required. Mandatory 2 to 4 years of education related experience in a building trade background. We offer competitive salary; excellent benefits.

## **The Duties**

The position requires that the candidate work occasional nights and weekends, and be expected to attend/speak during school counselor seminars and conferences, high school career days, college days, as well as coordinate Hands On Expos to make students and adults aware of career opportunities in the union construction industry. Proficient with Microsoft Word, Excel and PowerPoint. CISCO covers six counties in Northeastern Illinois.

## **Interested?**

Send your resume, three references and a cover letter with your salary expectations to Dan Allen, Executive Director to CISCO: 999 McClintock Drive, Suite 100, Burr Ridge, IL 60527, or via email to [dan@cisco.org](mailto:dan@cisco.org) before March 22, 2021. CISCO is an Equal Opportunity Employer.