



Professional Business Development Group Foundation  
PO Box 42114  
Portland, OR 97242

## Construction Management Training Coordinator

Position Type: Full-time/Salaried/Exempt  
Benefits: Competitive offering of paid leave, health insurance and retirement.  
Reports to: Executive Director  
Supervises: n/a

### Primary responsibilities

Develop core capabilities of PBDG program participants to improve their success in estimating, proposing, winning, managing, and delivering construction and construction-related services in the Oregon and S/W Washington market. Provide direct coaching, classroom-based training, and facilitated engagement with industry experts.

### Operations

- Plan, organize, and facilitate delivery of technical training to develop core competencies of business leaders and project management personnel of construction and construction-related companies.
- Design and coordinate regularly-held technical training classes and manage the overall training calendar.
- Leverage built in training modules of industry standard software e.g., ProCore, ProEst, AutoCAD, Accubid, BlueBeam and Smartsheets as well as other available curriculum in a classroom style delivery model.
- Work one-on-one and in small groups to delve deeper into training content and build further understanding.
- Maintain a network of SMEs and facilitate the connection and continued engagement between experts and participants to further advance their training.
- Work with PBDG members and subject matter experts (SME) to help members submit and win bid opportunities.

### Program Administration

- Work with leadership to ensure training program outcomes exceed strategic goals and objectives and assessment tools are in place to track and report on the impact of training efforts.
- Write program status reports and other required compliance documentation.

### Finance

- Track program-specific spending.
- Keep spending within budgeted limits.
- Optimize available resources.



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### Outreach

- Reach out to program participants on a routine basis to ensure full engagement.
- Work with PBDG team to stay aware of trends and events in the regional construction industry, specifically as it relates to opportunities for members and other stakeholders.

### Marketing & Messaging

- Clearly and consistently communicate the benefits of PBDG training programs to new clients, association members, funders, and other influencers.
- Contribute content to PBDG website, impact report, social media and other marketing efforts to tout the benefits of PBDG training programs.
- Represent PBDG and benefits of membership broadly to community and prospective members.

### Qualifications

- At least 3 years of experience in construction including experience with project estimating and scheduling using industry standard software.
- Ability to facilitate training one-on-one and in a small cohort model with assistance of subject matter experts and guided training modules.
- Competence and confidence in use of estimating, project management, CAD design and/or other construction software apps.

### About PBDG

PBDG is a BIPOC-founded and BIPOC-led trade association committed to advancing policy, inclusion, and equitable opportunity within the construction industry while providing robust, wrap-around technical-assistance services to businesses in need of our support. PBDG serves members in the Oregon and SW-Washington area. <https://pbdgweb.com/>

### Contact Us to Apply

Submit a cover letter and resume to [careers@pbdgweb.com](mailto:careers@pbdgweb.com).