



# Field Coordinator

Job Description | Construction Workforce & Community Outreach

**TransCal Services, LLC** is a workforce development and business advocacy organization that connects individuals and businesses to opportunities in the construction industry. As our organization continues to grow, we are seeking motivated professionals who want to make a meaningful impact on economic opportunity and community development.

**Why work with us?** TransCal Services is seeking a motivated professional to serve as a key liaison between contractors, public agencies, apprenticeship programs, community organizations, and job seekers throughout Southern California.

This role supports workforce and community engagement initiatives on major public works and infrastructure projects. The successful candidate will build partnerships, coordinate outreach activities, support compliance efforts, and help connect individuals with career opportunities in the construction industry.

The position offers opportunities for professional growth, relationship building, and involvement in high-profile infrastructure projects.

## Essential Duties and Responsibilities

Reports directly to the Program Manager and may support special projects assigned by organizational leadership.

### **Field Coordination**

- Coordinates field interviews with construction contractors and construction workers to determine eligibility for owner-specific targeted workforce hiring requirements.
- Support implementation of local hire, apprenticeship utilization, and workforce development program requirements.
- Monitor compliance metrics and help facilitate job referrals and sponsorship opportunities for job seekers to fill jobs in the construction craft trades.
- Assist contractors in meeting workforce participation and reporting requirements.

- Provide technical assistance to onsite personnel regarding project compliance.
- Review, monitor, and maintain accurate workforce compliance records and project documentation.
- Prepare reports, stakeholder updates, and workforce participation summaries for clients and internal leadership.

### **Stakeholder Relationship Management**

- Serve as the primary point of contact for assigned contractors, subcontractors, apprenticeship programs, community organizations, and workforce development partners.
- Build and maintain relationships that support contractor workforce participation goals and community workforce initiatives.
- Facilitate coordination among project stakeholders to ensure successful workforce outcomes.
- Represent TransCal Services at workforce development events, industry meetings, job fairs, and community outreach activities.
- Promote career opportunities within the construction industry to diverse candidate populations.

### **Education and Experience**

- High School Diploma or GED required.
- Familiarity with construction industry operations and terminology, or the ability to quickly learn industry practices.
- Experience in field operations, outreach activities, project coordination, outside sales or related responsibilities.
- Experience working with diverse populations or people.

### **Preferred Qualifications:**

- Familiarity with apprenticeship programs, labor organizations, public works projects, or workforce initiatives.
- Experience building stakeholder relationships and coordinating multiple projects or priorities simultaneously.
- Experience preparing reports, maintaining databases, and tracking program metrics.
- Proficiency with Microsoft 365 applications (Word, Excel, Outlook, Teams) and database or CRM systems.

## Skills and Qualifications

- Strong interest in issues related to social justice, economic development and workforce engagement.
- Interest in contributing to a growing organization focused on workforce and community impact.
- Detail-oriented with the ability to produce accurate, high-quality work.
- Demonstrated ability to take initiative, solve problems, and exercise sound judgment with minimal supervision.
- Strong interpersonal skills with the ability to build effective working relationships across diverse stakeholder groups.
- Strong verbal and written communication skills.
- Ability to communicate effectively with diverse communities – Spanish language proficiency is a plus.
- Ability to adapt and thrive in a fast-paced, multifaceted work environment.

We welcome candidates from diverse personal and professional backgrounds, including construction, workforce programs, community outreach, project coordination, recruiting, public service, and nonprofit organizations.

## Compensation & Benefits

Compensation is commensurate with experience, qualifications, and demonstrated skills. Benefits include paid sick time off, professional development opportunities, and approved business mileage reimbursement. Employees are provided with the tools needed to perform their roles effectively, including company-issued technology devices and access to a company vehicle or approved transportation resources, as applicable.