

INTRODUCTION
TO THE GUIDE

WHY IS GREEN
GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF
FOR A GREEN CAREER

FINDING YOUR
GREEN JOB

GREEN
ENTREPRENEURSHIP

WOMEN SUCCEEDING
IN GREEN JOBS

OVERCOMING
CHALLENGES ON
YOUR CAREER PATH

PLANNING YOUR
GREEN CAREER

TABLE OF
CONTENTS 

HOW TO USE
THIS GUIDE 

GLOSSARY 



OVERCOMING CHALLENGES ON YOUR CAREER PATH

Every job comes with a different set of challenges. The key to successfully responding to any challenge is recognizing it and developing a plan of action. In this chapter, possible challenges for women in green jobs are explored. You may not experience any of these challenges in your career, or you may experience one or more. For instance, balancing family and work can be a challenge, especially for those women who struggle to find reliable and affordable child care arrangements, particularly if they work a job with varying hours or locations.

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

This chapter provides information that will enable you to recognize potential challenges and adopt strategies to resolve them if they occur. Be sure to check the “Additional Resources” section at the end of the chapter for more information and tools. And remember, the benefits of green jobs for women far outweigh the challenges.

READINESS FOR WORK

One initial challenge a woman might face in entering a green career is having those basic skills that are required to enter employment. Sometimes the missing skill set results from an unsuccessful track record in high school or secondary education or because the training for a job hasn't been made available, accessible, or affordable for women. Still, it is possible to overcome a lack of training and education. The ways to do so may include going back to school and/or entering a remedial or skills development program, such as pre-apprenticeship training. Here are some additional suggestions for making sure you are ready to work:

STRATEGIES

- Read job postings and talk with those in the field about what basic skills are required in the job you want. You can also use mySkills myFuture (<http://myskillsmyfuture.org>) to learn how your current skills match the skills needed in other occupations. Will you need to boost your math skills? Do you need to improve your speaking ability? Professional women's organizations may also include women in your field of interest who can give you guidance.
- Take assessments of your skills in math, reading, and writing. A good place to start is your local One-Stop Career Center or the online tool <http://www.careeronestop.org>.
- Check with your area's training providers to learn about their courses and programs. Refer to Chapter 4, “Educating Yourself for a Green Career,” for ways to find training and education.

Jill Poklemba of STRIVE New York, an agency that offers job training to the chronically unemployed, said, “Women who are in the program face a struggle of being a woman in a male-dominated environment. Sometimes they are intimidated by their own uncertainty about whether they can handle the physical demands of the construction industry. We continue to look for new methods to recruit and retain women to successfully place them in green jobs, and we look forward to implementing our new Women STRIVE for Green program as part of our U.S. Department of Labor Pathways Out of Poverty grant, in partnership with Dress for Success Worldwide.”

DISCRIMINATION IN THE WORKPLACE

Women have gained greater access to good-paying, rewarding careers in a variety of fields, but the reality is that discrimination is sometimes present in the workplace, limiting a woman's ability to progress in her career. By going for a green job that may be nontraditional for women, you should be aware of the forms such discrimination might take and the strategies you can use to overcome this challenge.

Applicants to, and employees of, most private employers, state and local governments, educational institutions, employment agencies, and labor organizations are protected under federal law from discrimination. Note that these laws don't apply to all employers, and there are many additional workplace laws and rights not listed below.

TABLE OF CONTENTS 

HOW TO USE THIS GUIDE 

GLOSSARY 

- **Race, Color, Religion, Sex, National Origin.** Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, religion, sex, or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation doesn't impose undue hardship.

Discrimination on the basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII. Women who are pregnant or affected by pregnancy-related conditions must be treated in the same manner as other applicants or employees with similar abilities or limitations.

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

- **Disability.** Titles I and V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. The Americans with Disabilities Act Amendments Act of 2008 expanded the definition of disability.
- **Age.** The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.
- **Genetics.** Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits the use of genetic information in making employment decisions, makes it generally unlawful for an employer to get genetic information, and requires employers that have genetic information about applicants or employees to keep it confidential and in a separate medical file. GINA protects applicants and employees from discrimination in any aspect of work (hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, etc.), harassment, or retaliation based on genetic information. An employer may never use genetic information to make an employment decision because genetic information doesn't tell the employer anything about someone's current ability to work.
- **Retaliation.** Federal anti-discrimination laws prohibit covered employers from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.
- **Harassment.** Harassment is a violation of federal anti-discrimination law when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). Harassment doesn't have to be of a sexual nature. It can include offensive remarks about a person's sex, race, color, religion, national origin, age (40 or older), disability, or genetic information — all categories protected by discrimination law as described above. For example, it is illegal to harass a woman by making offensive comments about women in general. Both the victim and the harasser can be either women or men, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who isn't an employee of the victim's employer, such as a client or customer.

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

TABLE OF CONTENTS 

HOW TO USE THIS GUIDE 

GLOSSARY 

STRATEGIES

Here are some suggested steps for addressing discrimination:

- If you are asked inappropriate questions during an interview, such as whether you have children, focus the interview back on your skills and experience. You can address the employer's concern that you will be available to work the hours needed without talking about your personal life.⁸⁷
- Unfortunately, some employers are ignorant of offending behaviors or practices. Attempt to educate them.
- If you believe you have been discriminated against by a private sector or state or local government employer, contact the U.S. Equal Employment Opportunity Commission (EEOC) at 800-669-4000 (toll-free) or 800-669-6820 (toll-free TTY). EEOC field office and charge filing information is available at <http://www.eeoc.gov>.
- If you believe you have been discriminated against by a federal contractor or subcontractor, contact the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) at 800-397-6251 (toll-free), 202-693-1337 (TTY), or OFCCCP-Public@dol.gov. Information about filing a complaint is available at <http://www.dol.gov/ofccp/regs/compliance/pdf/pdfstart.htm>.
- If you believe you have been discriminated against by a program or activity financed or conducted by the Department of Labor, contact the department's Civil Rights Center (CRC) at 202-693-6500, 202-693-6516 (TTY), or CivilRightsCenter@dol.gov. More information is available at <http://www.dol.gov/oasam/programs/crc>.
- There are strict time limits for filing charges of employment discrimination. You should contact the EEOC, OFCCP, or CRC promptly when discrimination is suspected.

TAKING ACTION TO STOP HARASSMENT

If you are harassed:

- Keep a written record describing each incident, including what happened, where, on what date, and who was present.
- Report the incident to a supervisor or another trusted member of management.
- Inform the harasser directly that the conduct is unwelcome and must stop, unless you fear it will jeopardize your physical safety or job.
- Use any employer complaint mechanism or grievance system available.
- Contact the appropriate government agency about the possibility of filing a complaint.
- Reach out to community-based organizations for support.

UNEQUAL PAY

The "gender wage gap" is typically measured as the ratio of women's earnings to men's earnings. Even when differences in earnings, such as those due to education, experience, industry, and occupation, are accounted for, studies show a remaining earnings gap that cannot be explained. For full-time, year-round wage and salary workers in 2009, the median weekly earnings of all women were \$657 — 80 percent of men's \$819.⁸⁸ African American women earned only 69 percent, and Latinas 60 percent, of the median weekly earnings of white males.⁸⁹

STRATEGIES

Here are some strategies for preventing pay inequality:

- Learn as much as you can about the average pay rate for your occupation, geographic area, and career level. You can find national and state wage information for more than 800 occupations using the salary tool on CareerOneStop.org at http://www.careeronestop.org/SalariesBenefits/Sal_default.aspx.
- Make sure your bosses know your ambitions and your capabilities. Negotiate for a fair wage based on your experience, skills, and seniority.

Working in a male-dominated field such as construction can sometimes be intimidating. **Marni Majorelle**, the Managing Principal of the landscape design company Alive Structures, has a few words of advice: “It’s really good to know your work very thoroughly and technically, [especially] if you’re in a job that involves construction. You will be talking to a lot of guys, and if you don’t know what you’re talking about, they will just dismiss you. Giving off a real sense of confidence and convincing other people that you know what you’re doing is crucial.”

SUPPORT NETWORKS

Some occupations — like engineering, architecture, and forestry — still have few women, and you may feel a sense of isolation or of not “fitting in” at the worksite. Men may be uncomfortable having women on the job because they feel that women are erasing traditionally accepted gender roles simply by working in a nontraditional occupation.⁹⁰ Isolation often decreases as co-workers become familiar with each other and as more women join a particular workplace.

Creating awareness and acceptance is important if women are to enter and advance in the green workforce. Research finds that the relationship between work and family can have an important effect on job satisfaction.⁹¹ Still, some women may find that their family and friends aren’t as supportive as they could be about their career choices, especially if they are entering occupations that aren’t traditional for women. While times have changed, there are still some strong beliefs out there about what jobs are appropriate for women and what jobs are appropriate for men.

STRATEGIES

Here are some strategies for helping you to give yourself a strong support network:

- Stay focused on why you have chosen to enter a green job, start your own enterprise, or expand your skill set through training or education. Your focus may begin to alleviate the doubts of those around you.
- Use your education and training classes as an opportunity to build friendships and a support system.
- Anticipate the questions your family and friends may have about your career choice. Learn more about green jobs, related training, and career ladders so you can calm the concerns of your family and friends about your chosen occupation or career path. Try to encourage friends and family to join you in activities such as selecting your tools and supplies or attending informational events.
- Encourage your training/education provider and/or employer to invite women with nontraditional jobs to share their experiences at conferences or in classes. Workers/students should have an opportunity to ask questions and explore issues and solutions that they might not have considered before.
- Look for mentoring programs. Mentoring can be a one-on-one relationship between a student and an instructor, or a newly hired employee and an experienced worker in the field, or it can take shape as a group activity.⁹² Mentors typically guide protégés through issues related to career advancement, work-life balance, and/or problems on the job. It helps to talk to someone who has experienced what you’re

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

going through. Professional women's organizations, such as the U.S. Women's Chamber of Commerce, the Association for Women in Science, Women in Technology International, and Women of Wind Energy, may have women in your field of interest who are willing to serve as mentors. Your employer and/or training provider may have a program to pair women with mentors. You might also approach a woman in your workplace or a similar workplace and ask her to assist you as a mentor.

- Give yourself permission to succeed or fail as you explore interesting occupation and job options.
- Make time for important get-togethers with clients and both male and female peers. Men are more likely than women to network and build connections with their co-workers or other professionals outside the office.⁹³ These connections can be very helpful in finding jobs and moving up in your career.

BALANCING WORK, FAMILY, AND OTHER RESPONSIBILITIES

A woman worker might have responsibility for children at home, ailing parents, household finances, and a variety of other obligations that need to be balanced with her work responsibilities. For many women, this is a challenge that is all too familiar. One-third of women believe that the difficulty of combining work and family is their biggest work-related problem.⁹⁴ Transportation, child or elder care, and good health are just a few of the components that allow, or interfere with, a woman's ability to make a successful career while maintaining a strong personal life.

TRANSPORTATION

For women employed outside the home, getting to and from work is an obvious and important dimension of employment. The lack of a reliable private vehicle, inadequate public transit routes to your job site, inconveniently-located child care facilities, or a breakdown in transportation plans can impact your ability to maintain a job. Adding to the burden can be getting to and from training programs, medical appointments, agency appointments, and children's activities. For those without easy access to transportation and/or with long commutes, this aspect of employment becomes increasingly important to resolve.

STRATEGIES

The following are some ways to ensure that you have good transportation in place:

- There are many programs available that help low-income families purchase cars for the purpose of retaining employment. Some nonprofit organizations take donated cars and sell them for reduced prices. They are a great place for working moms to find cars. Be sure to have a mechanic inspect any used vehicle before you buy it.
- Public transportation, like city buses or subways, is a good option when you don't have your own car. Local nonprofit organizations, faith-based organizations, and One-Stop Career Centers may provide transportation assistance, such as bus passes for getting to training or a job. Job training programs and employers may also offer transportation subsidies.
- Arrange to carpool with someone going to the same area on a similar schedule.

TABLE OF CONTENTS 

HOW TO USE THIS GUIDE 

GLOSSARY 

- If it is possible for your type of job, ask your employer about telecommuting (working from home) to save on travel time and expenses. Even arranging for this a day or two a week can be a big help.

Ellen Telander has been able to balance her work and family responsibilities as executive director of the Recycling Association of Minnesota. She telecommutes to her job three days a week, which allows her to spend more time with her young daughter. She negotiated the arrangement before she accepted the position. “The job was not that way, and when I went to the interview, I said, ‘If you want me to work here, I have to have this,’” she explained. “You have to ask [for what you need], and you have to do it appropriately, in a way that is not offensive. If you don’t ask for it, they are not going to know you want it.”

CHILD/DEPENDENT/ELDER CARE

At least 11 million children under age five are in some type of child care arrangement every week while their parents work.⁹⁵ The National Alliance for Caregiving reports that more than half of those caring for aging parents are women.⁹⁶ So, many women will face the need for help in caring for their children or other dependents while working or going to training. Some green jobs can have work schedules and locations that change often, which can create a greater challenge.

Quality child and dependent care can also be expensive. According to a survey conducted by the National Association of Child Care Resource and Referral Agencies, the average annual cost of full-time child care for an infant in a center in 2009 ranged from more than \$4,550 in Mississippi to more than \$18,750 in Massachusetts.⁹⁷ You may have to ensure care to aging parents or other sick relatives, which can also add up. According to a national study from 2010, licensed home health aides can cost between \$12 and \$38 per hour, and the median daily rate for adult day care is \$60.⁹⁸

STRATEGIES

Here are some ideas for planning and obtaining a child/dependent/elder care situation that works for you and your family:

- Determine when you will need child or elder care given your school and/or work schedule. The hours offered by the care provider will be an important consideration in your decision.
- Don’t be afraid to ask your employer for accommodations that can meet your needs while still ensuring you are meeting the demands of your job. For instance, some jobs can accommodate a somewhat later start time so a caregiver can have more time in the morning to manage home demands.
- Families, friends, and neighbors are the most common source of child care for working parents in the United States.⁹⁹ Often, these individuals aren’t licensed day care providers, but they may watch your child occasionally or on a regular schedule. If you choose to go this route, be sure you are comfortable with the standard of care your child will receive. Also be aware that child care subsidies aren’t available for informal child care settings.
- Employers aren’t required to provide child care assistance to their employees, but some do. For example, in California, a center serves families of workers at the San Francisco Airport and related businesses by offering care from 5 a.m. to midnight, seven days a week, and allows parents to create new schedules every

FINDING QUALITY CHILD CARE

Look for these signs of a good child care provider:

- The provider is a licensed day care provider. Licensing information is available through your state. If the provider you are considering is a day care center, is it nationally accredited?
- The provider can give you references from parents.
- The day care center has qualified and screened staff, or if a private provider, he/she has training in early childhood development, cardiopulmonary resuscitation, and first aid.
- The provider has policies, payment information, daily schedules, and emergency plans readily available and shares these with you.
- The provider welcomes parents to drop in and listens to your input about your child.
- The children have structured activities as well as free play time. A variety of safe and age-appropriate toys and supplies are available to the children.
- The interactions with the children are positive: The center staff or private provider is friendly and gives all children attention, and discipline doesn’t involve physical punishment.
- The food provided is nutritious. The provider willingly accommodates children with special dietary needs.
- The facility or home is clean and safe.

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

month.¹⁰⁰ This center accommodates the schedules of the employees, making it easier for them to access care and reduce travel. An increasing number of businesses have found that employer-assisted child care is an effective way to attract and retain quality workers and leads to increases in productivity.¹⁰¹

- If you need help locating and paying for care for your children or other dependents, there are a number of resources that may help (see the “Additional Resources” section in this chapter). Government offices, employers, training providers, community organizations, and your family and friends are all possibilities.
 - Local women’s centers may have lists of child care providers, including those that provide overnight care or extended-hour care.
 - Programs like Early Head Start and Head Start are available nationally to low-income pregnant women and children zero to five years. To locate the Head Start and Early Head Start programs serving your community, visit <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>.
 - To learn more about your state’s child care assistance program, contact the state’s child care agency. The National Child Care Information and Technical Assistance Center, a service of the Child Care Bureau, hosts a website that provides the contact information for all of the state agencies at <http://nccic.acf.hhs.gov/statedata/dirs/display.cfm?title=ccdf>. Note that many states have long waiting lists for assistance.
- Consider whether the Family and Medical Leave Act may help you balance work and caregiving responsibilities. Under the Act, covered employers must grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12-month period for the birth and care of the employee’s newborn child; for placement with the employee of a son or daughter for adoption or foster care; or to care for an immediate family member (spouse, child, or parent) with a serious health condition. If you have day-to-day responsibility for caring for a child, you may be entitled to leave even if you do not have a biological or legal relationship to the child. Under the FMLA, a child is broadly defined to include a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.

There are no federal laws requiring employers to provide their employees with *paid* leave, but some states have laws that provide for paid family or parental leave.

- If you pay someone to care for your child under the age of 13 or for an older dependent who is unable to care for himself or herself so that you (or your spouse if you are married) can work or look for work, you may be able to claim the Child and Dependent Care Credit when you file your taxes and get back some of the costs. The Child Tax Credit is another option. Depending on your income, you could receive up to \$1,000 per qualifying child.¹⁰² High-income earners can receive partial or no credit depending on their income level. Check the Internal Revenue Service website (<http://www.irs.gov>) or contact your local tax assistance program (<http://www.tax-coalition.org>) for details.

MICHIGAN’S ROAD CONSTRUCTION APPRENTICESHIP READINESS PROGRAM

This state-sponsored program provides full tuition, a training stipend, transportation and child care assistance, as well as career counseling. Michigan is working to remove barriers to employment for women in this nontraditional field. For more information on this project, see <http://www.michigan.gov/nwlb/0,1607,7-242-52874-210085--,00.html>. Check with your state’s Department of Transportation, Department of Energy, or Department of Community/Economic Development to see if similar programs exist in your state for green careers.

TABLE OF CONTENTS 

HOW TO USE THIS GUIDE 

GLOSSARY 

HEALTH

Your health is an important factor in your job performance. An illness or injury can have a negative effect on your career, resulting in lost opportunities, and can even hurt you financially.

- **Workplace Health and Safety.** In some green jobs, workplace safety is more of a concern than in others. For instance, women working on roofs installing solar panels, those servicing wind turbines, or those working to clean up hazardous materials need to be aware of and follow procedures that will keep them and their co-workers safe on the job. See the “Additional Resources” section at the end of this chapter for more information about your rights on the job and how to make sure you know how to protect yourself from dangers at your work site.
- **Health Care Coverage.** New federal health care legislation signed into law in spring 2010 may change the landscape of health care coverage, as some provisions around temporary high-risk insurance pools are scheduled for immediate implementation and others will take effect no later than 2014. In the interim, many employers do provide health insurance; however, if workers aren’t covered through their employer, there are other options for covering you and your family, such as Medicaid, the State Children’s Health Insurance Program, and the Consolidated Omnibus Budget Reconciliation Act (COBRA).

STRATEGIES

Here are some strategies for avoiding and overcoming health challenges:

- An employee assistance program (EAP) is an optional employer-provided benefit through which an employee experiencing life challenges can obtain confidential help, typically through a telephone conversation with a counselor. EAPs can help you deal with substance abuse, parenting issues, marital problems, locating child care and elder care services, and workplace stress. Some also provide help with workplace personnel issues. Check with your human resources office to see what’s available to you.
- Make use of your company’s wellness program to stay healthy. Some employers cover gym fees, have walking programs, or sponsor health information events and smoking cessation treatment.
- The Family and Medical Leave Act entitles you to a total of 12 work weeks of unpaid leave during any 12-month period to take medical leave when you are unable to work because of a serious health condition. Again, it may not be paid leave, but it can help you keep your job. Some employers also offer short-term disability insurance, or if you are injured at work, workers’ compensation insurance to help you while you are not working.
- In times of crisis, ask if your employer will give you some flexibility in your schedule, such as allowing you to make up time missed for doctor appointments.
- When you are planning your green career, consider the workplace policies you will need access to — such as flexible schedules, paid sick leave, and family leave — all of which can ensure that you have the support you need to excel in the workplace. The industries that employ the most women (retail trade, accommodations, and food service) are the least likely to offer paid sick days.
- Take care of yourself! Eat right, get regular exercise, and rest when you need to.

MYTH: Some jobs are too dangerous and dirty for women.

FACT: Certain green jobs, like installing insulation, can be dirty and sometimes dangerous. However, women, like men, must compare the hazards with the benefits of taking certain jobs. Many traditionally female jobs, such as caregiving and nursing, also can be dirty. Some also have health hazards, such as computer terminal radiation and carpal tunnel syndrome. Many women don’t mind getting dirty when they are paid a good wage, and with proper safety instruction, all workers can minimize the danger that they may experience on the job.

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

THINGS TO REMEMBER ABOUT ACHIEVING A WORK-LIFE BALANCE

- If you are stressed or experience a problem inside or outside of work, don't hesitate to seek out support services.
- Your support needs may be different from those of other women, and that's okay.
- If at first you don't succeed in finding help with support, try, try again. Do not stop with one person or even two; you may need to ask questions of many different people to find the information or resources you are seeking.
- The more you ask the more you will know. Ask around to get the support you need to be successful on your green path.

FROM CHALLENGES TO OPPORTUNITIES

You have the opportunity to play an exciting role in the developing green economy. As more and more women enter green jobs and move along their career paths, there will be strength in numbers. There may be challenges along the way, but green jobs can offer good pay, good benefits, and rewarding careers that will far outweigh the short-term difficulties.

Ideally, you will have access to all the support you need to maximize your career potential and your quality of life. Whether it is temporary help while attending a training program, or more long-term assistance such as years of child care while you work, determine what support you require, and then be assertive in finding the resources you need. If you don't get the answer you need from one place or person, try another. As with other aspects of developing a meaningful career, being proactive and informed is key.

ADDITIONAL RESOURCES

You may find these resources helpful in planning for a green career. Web links can change, so you may need to do Internet searches to find the latest information.

CHILD CARE

GOVERNMENT RESOURCES

- U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF). ACF is responsible for federal programs that promote the economic and social well-being of families, children, individuals, and communities.
http://www.acf.hhs.gov/acf_services.html#cc
 - Early Childhood Learning and Knowledge Center, Head Start Locator (ECLKC). ECLKC provides information on local Head Start sites. <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>. You can reach Head Start Knowledge and Information Management Services toll-free at 866-763-6481.
 - National Child Care Information and Technical Assistance Center (NCCIC). NCCIC provides general information about child care as well as resources to help access child care. <http://nccic.acf.hhs.gov>

TABLE OF CONTENTS 

HOW TO USE THIS GUIDE 

GLOSSARY 

NON-GOVERNMENT RESOURCES

- ChildCareAware. ChildCareAware provides information about quality child care and resources. To access care, call 800-424-2246 or visit <http://www.childcareaware.org>.
- ChildCareAware Parent Network. ChildCareAware Parent Network is a virtual community designed to discuss child care issues and share resources. <http://www.ccaparentnetwork.org>
- National Association of Child Care Resource and Referral Agencies (NACCRRRA). NACCRRRA provides general information about child care, as well as resources to help access child care. <http://www.naccrra.org>
- National Women’s Law Center (NWLC). NWLC provides state-by-state information on eligibility for child care assistance. <http://www.nwlc.org/sites/default/files/pdfs/nwlcstatechildcareassistancepolicies2009.pdf>

ELDER CARE

GOVERNMENT RESOURCES

- U.S. Department of Health and Human Services (HHS), Administration on Aging (AOA). AOA’s Elder Care Locator connects callers to services for older adults and their families. <http://www.eldercare.gov>

NON-GOVERNMENT RESOURCES

- American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME). AFSCME has a fact sheet on elder care at <http://www.afscme.org/members/education-and-trainings/education-resources/fact-sheets/eldercare> and a publication titled *Eldercare: An AFSCME Guide for Families and Unions* at <http://www.afscme.org/news/publications/life-management-and-health/eldercare-an-afscme-guide-for-families-and-unions>.

HEALTH CARE ASSISTANCE

GOVERNMENT RESOURCES

- U.S. Department of Health and Human Services (HHS).
 - Centers for Medicare and Medicaid Services (CMS). CMS provides information on health care programs, including Medicaid and the State Children’s Health Insurance Program (SCHIP), and access to local eligibility and application information. <http://www.cms.hhs.gov>
 - Healthcare.gov. Healthcare.gov provides information that helps Americans find insurance options, learn about prevention, compare care quality, and understand the law. <http://www.healthcare.gov>
- U.S. Department of Labor (DOL), Employee Benefits Security Administration (EBSA). EBSA provides information on the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation health coverage. COBRA gives workers who lose their health benefits the right to choose to continue group health benefits provided by their plan under certain circumstances. <http://www.dol.gov/dol/topic/health-plans/cobra.htm>

NON-GOVERNMENT RESOURCES

- Families USA. Families USA provides the names of Medicaid and State CHIP health care programs by state. <http://www.familiesusa.org/issues/childrens-health/name-that-program.html>

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

TABLE OF CONTENTS 

HOW TO USE THIS GUIDE 

GLOSSARY 

LEGAL AID

NON-GOVERNMENT RESOURCES

- LawHelp. LawHelp provides help for low-income and moderate-income people to find free legal aid programs in their communities and answers to questions about legal rights. <http://www.lawhelp.org>

MENTORING PROGRAMS AND SUPPORT GROUPS

NON-GOVERNMENT RESOURCES

- Association for Women in Science (AWIS). AWIS provides professional mentoring and networking resources for a variety of career choices. <http://www.awis.org>
- MentorNet. MentorNet provides resources for connecting with mentors in engineering, science, and mathematics. <http://www.mentornet.net>
- Women's Technician Club. Women's Technician Club offers online support for women working in a variety of fields. <http://www.womentechworld.org>

NUTRITION

GOVERNMENT RESOURCES

- U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS). FNS administers USDA's nutrition assistance programs.
 - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). WIC provides supplemental nutritious food, nutrition education, and related referrals. <http://www.fns.usda.gov/wic/aboutwic>
 - Supplemental Nutrition Assistance Program (SNAP). SNAP is the new name for the federal Food Stamp Program and it provides children and needy families better access to food and a more healthful diet through its food assistance programs and comprehensive nutrition education efforts. http://www.fns.usda.gov/snap/nutrition_education/FSNE-Factsheet-2006.pdf

NON-GOVERNMENT RESOURCES

- Feeding America. Feeding America provides a food bank locator. <http://feedingamerica.org/foodbank-results.aspx>
- Food Research and Action Center (FRAC). FRAC provides access to information about food and nutrition programs. <http://frac.org>
- National WIC Association (NWA). NWA provides information about the Women, Infants, and Children (WIC) program and the program locations near you. <http://www.nwica.org>

ONE-STOP CAREER CENTERS

GOVERNMENT RESOURCES

- U.S. Department of Labor (DOL), Employment and Training Administration (ETA). CareerOneStop, created for ETA, provides an array of online job seeker tools (<http://www.careeronestop.org>) and allows you to search for a One-Stop Career Center in your area (<http://www.servicelocator.org>).

PROFESSIONAL ORGANIZATIONS

NON-GOVERNMENT RESOURCES

- The American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), Center for Green Jobs. The AFL-CIO created the Center for Green Jobs to assist union leaders in training workers for new careers in a clean energy economy. <http://www.workingforamerica.org/documents/greenjobs.asp>
- Institute for Women in Trades, Technology and Science (IWITTS). IWITTS provides tools to successfully integrate women into male-dominated careers via training, publications, products, e-strategies, and research projects. <http://www.iwitts.org>
- National Association for Women in Construction (NAWIC). NAWIC advances the causes of women in construction, from tradeswomen to business owners. <http://www.nawic.org/nawic/default.asp?SnID=1522930324>
- Sisters in the Building Trades. Sisters in the Building Trades is a network of active women that affirm building trades for women as a positive and growing part of the construction workforce. <http://www.sistersinthebuildingtrades.org>
- Women in Construction (WIC). WIC provides a large collection of online resources for women in construction and the building trades, which includes links to professional associations, networking groups, and information banks. <http://www.contractorcity.com/women-in-construction.html>
- Women of Wind Energy (WoWE). WoWE promotes the education, professional development, and advancement of women to achieve a strong diversified workforce and support a robust renewable energy economy. <http://www.womenofwindenergy.org>

SAFETY AND HEALTH

GOVERNMENT RESOURCES

- U.S. Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), National Institute for Occupational Safety and Health (NIOSH). NIOSH helps to assure safe and healthful working conditions for working men and women by providing research, information, education, and training in the field of occupational safety and health. <http://www.cdc.gov/niosh/topics/women>
- U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA). OSHA sets and enforces protective workplace safety and health standards and provides information, training, and assistance to workers and employers. It has a green job hazards Web page. <http://www.osha.gov/dep/greenjobs>
- U.S. Environmental Protection Agency (EPA). EPA's "Protecting Workers" Web page offers information on EPA's Worker Protection Standard for those working in areas where they are exposed to pesticides. <http://www.epa.gov/pesticides/health/protecting-workers.html> and <http://www.epa.gov/pesticides/health/worker.htm>

NON-GOVERNMENT RESOURCES

- American Wind Energy Association (AWEA). AWEA's fact sheets on safety in the wind industry provide information on working conditions in the wind industry. http://www.awea.org/learnabout/publications/factsheets/factsheets_safety.cfm

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

- International Safety Equipment Association (ISEA). The article “PPE for Women” in the April 2010 issue of *Protection Update* discusses the problem of ill-fitting personal protective equipment (PPE) provided to women and progress in addressing the problem. It includes a list of innovative PPE products that ISEA member companies already design, size, and style with women in mind. http://ehstoday.com/images/ISEA_April.pdf
- National Council for Occupational Safety and Health (COSH). COSH is a network of 21 local and statewide coalitions made up of unions, health and technical professionals, and individuals concerned about workers’ rights to safety and health. <http://www.coshnetwork.org>
- Oregon Solar Energy Industries Association (OSEIA). OSEIA prepared *Solar Construction Safety* (December 2006), a training manual that helps employees learn the basics of solar construction safety. http://www.nwsolarexpo.com/downloads/OSEIA_Solar_Safety_12-06.pdf

SEXUAL HARASSMENT

GOVERNMENT RESOURCES

- U.S. Equal Employment Opportunity Commission (EEOC). EEOC enforces a federal law that prohibits sex discrimination in employment, including sexual harassment. <http://www.eeoc.gov/laws/types/sex.cfm> and http://www.eeoc.gov/laws/types/sexual_harassment.cfm

NON-GOVERNMENT RESOURCES

- National Women’s Law Center (NWLC). NWLC’s website contains *Frequently Asked Questions About Sexual Harassment In The Workplace*. <http://www.nwlc.org/resource/frequently-asked-questions-about-sexual-harassment-workplace>

SOCIAL NETWORKS

NON-GOVERNMENT RESOURCES

- Harvard University, Kennedy School of Government. The Bettertogether.org website offers a listing of ways to build your connections to advance your career. <http://www.bettertogether.org/150ways.htm>
- Institute for Women’s Policy Research (IWPR). IWPR’s paper “Women’s Status and Social Capital in the States” (July 2002) analyzes the relationships between social capital and women’s status. <http://www.iwpr.org/publications/pubs/women2019s-status-and-social-capital-across-the-states>

TAX CREDITS

GOVERNMENT RESOURCES

- U.S. Internal Revenue Service (IRS). Information on four important federal tax credits can be found on the IRS website. <http://www.irs.gov/newsroom/article/0,,id=120665,00.html>

NON-GOVERNMENT RESOURCES

- Center on Budget and Policy Priorities. The Center’s National Tax Outreach Campaign promotes the Earned Income Credit (EIC), the Child Tax Credit (CTC), and free tax filing assistance for low- and moderate-income workers. <http://eitcoutreach.org>
- National Center for Children in Poverty (NCCP). NCCP provides information on state tax programs through their State Policy Wizard website. <http://www.nccp.org/tools/policy>



TABLE OF CONTENTS



HOW TO USE THIS GUIDE



GLOSSARY

- National Community Tax Coalition (NCTC). NCTC's website can help you locate a free tax preparation program in your area. <http://tax-coalition.org/our-coalition/our-coalition/program-locator>

TRANSPORTATION ASSISTANCE

NON-GOVERNMENT RESOURCES

- Community Transportation Association of America (CTAA). CTAA provides information on local transportation programs. <http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=119&z=5>

WORKERS' RIGHTS

GOVERNMENT RESOURCES

- National Labor Relations Board (NLRB). NLRB protects the rights of most private-sector employees to join together, with or without a union, to improve their wages and working conditions. http://www.nlr.gov/about_us/overview/national_labor_relations_act.aspx
- U.S. Department of Labor (DOL). DOL administers and enforces more than 180 federal laws that cover many workplace activities. <http://www.dol.gov/opa/aboutdol/lawsprog.htm>
 - Employment and Training Administration (ETA). ETA provides a guide to local and regional DOL programs and services and state unemployment benefits. <http://www.dol.gov/dol/location.htm>
 - Occupational Safety and Health Administration (OSHA). OSHA sets and enforces protective workplace safety and health standards and provides information, training, and assistance to workers and employers. <http://www.osha.gov/workers.html> or <http://www.osha.gov/doc/accsh/haswicformal.html>
 - Office of Federal Contract Compliance Programs (OFCCP). OFCCP provides information on federal contractor and subcontractor anti-discrimination requirements. <http://www.dol.gov/ofccp/regs/compliance/fs11246.htm>
 - Office of Workers' Compensation Programs (OWCP). OWCP provides links to state workers' compensation offices. <http://www.dol.gov/owcp/dfec/regs/compliance/wc.htm>
 - Wage and Hour Division (WHD). WHD provides information on the Family and Medical Leave Act (<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>) and state minimum wage laws and other wage-related rights (<http://www.dol.gov/whd/regs/compliance/hrg.htm>).
- U.S. Equal Employment Opportunity Commission (EEOC). EEOC enforces federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. Its website provides information on worker rights, EEOC office locations, and filing a discrimination complaint. <http://www.eeoc.gov>

OTHER RESOURCES

GOVERNMENT RESOURCES

- U.S. Department of Labor (DOL), Employment and Training Administration (ETA). Sponsored by DOL, Green Community of Practice (CoP) provides current information related to the green economy, as well as job search resources and information. Requires free registration. <http://greenjobs.workforce3one.org>

NON-GOVERNMENT RESOURCES

- Catalyst. Catalyst provides a list of resources for women seeking career-related advice on networking, mentoring, entrepreneurship, as well as information about scholarships and grants, personal finance, and legal issues. <http://www.catalyst.org>

INTRODUCTION TO THE GUIDE

WHY IS GREEN GOOD FOR WOMEN?

GREEN OCCUPATIONS

EDUCATING YOURSELF FOR A GREEN CAREER

FINDING YOUR GREEN JOB

GREEN ENTREPRENEURSHIP

WOMEN SUCCEEDING IN GREEN JOBS

OVERCOMING CHALLENGES ON YOUR CAREER PATH

PLANNING YOUR GREEN CAREER

TABLE OF CONTENTS

HOW TO USE THIS GUIDE

GLOSSARY

- Institute for Women’s Policy Research (IWPR). IWPR provides a wealth of information on a variety of topics related to women in the workplace. <http://www.iwpr.org/index.cfm>
- National Association of Commissions for Women (NACW). NACW provides information on state laws, discrimination complaint processes, training sessions, and other resources for women. <http://www.nacw.org/regions/index.php?page=main>
- United Way. United Way 2-1-1 provides free and confidential information and referral. Call 2-1-1 for help with food, housing, employment, health care, counseling, and more. <http://www.211.org>

This list is not exhaustive and inclusion on this list does not represent an endorsement of any institution or program. While all efforts are made to ensure that hyperlinks are working and the information contained at the referenced websites is useful, the authors do not endorse, take responsibility for, or exercise control over the websites or organizations, nor do they vouch for the accuracy or accessibility of the information contained on these sites. The authors also cannot authorize the use of copyrighted materials contained in these sites. Users must request such authorization from the sponsor of the website.

End Notes

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