Job Advertisement

Coordinator, Workforce Development, CA Adult Ed and NWoW

The Foundation for California Community Colleges is on a mission to double its impact in the next 10 years. We are a group of relentless optimists and innovators in education, working collaboratively with public and private partners to help improve the student experience and expand pathways to economic and social mobility in communities across California. We are seeking a Coordinator to join the Foundation in its mission of benefitting, supporting, and enhancing the California Community Colleges—the largest and most diverse system of higher education in the nation.

The Workforce Development Department (WDD) seeks to add a Coordinator to its highly creative, collaborative, and multi-faceted team. The Coordinator plays a critical role in ensuring high-quality delivery of WDD programs and services. Each Coordinator’s primary assignment will be to support the delivery of two of four WDD programs; participation in team development activities and lending added support to other projects, if needed, is also part of the role.

WHAT YOU’LL DO

The Coordinator, California Adult Education and Training and New World of Work, will support the following two Workforce Development programs: California Adult Education Program (50%) and New World of Work (50%).

WHAT YOU BRING

- Provide general coordination and operational support to a range of program activities.
- Assist with meeting scheduling, documentation, and follow-up.
- Assist with the collection and organization of information and data from external program partners to support program administration and reporting.
- Respond to routine process questions and requests for basic technical support with any computer programs or applications we require program partners to utilize.
- Provide coordination support for small- to large-scale (15-100 + attendees) virtual events (webinars), including event scheduling and registration, technology pre-testing and management during events, and sending pre-and post-event related communications.
- Provide coordination support for small- to large-scale (15-100 + attendees) in-person events, including researching and securing venues, managing registration, and organizing materials, sending event-related communications, and facilitating pre-, on-site, and post-event logistics.
- Contribute to internal team development activities and other projects and tasks as assigned.

IDEAL CANDIDATE QUALITIES
• Relevant AA/AS, equivalent work experience, or a combination of both
• Minimum of three (3) + years of professional work experience
• Minimum of two (2) + years of experience with demonstrated success in administrative support, information processing, professional communications (written and verbal), and event coordination, or related experience required
• Demonstrated proficiency with basic MS Office applications, including Outlook, Word, PowerPoint, and Excel required
• Experience with or ability to quickly learn new applications (e.g. Google Suite, SharePoint, Facebook Workplace, Salesforce, Survey Monkey, Asana, etc.) required
• Exceptional organizational skills and ability to prioritize, manage one’s time, and complete tasks in a timely manner across multiple projects
• Strong communication skills (written and verbal), including ability to develop and respond to professional communications from internal and external partners
• Ability to support event design and planning, manage logistics and participant registration, and coordinate follow-up tasks and communications
• Ability to gather, organize, and process business information and data
• Ability to build and maintain positive working relationships with diverse internal and external partners
• Ability to maintain a customer service orientation and demonstrate a sustained commitment to collaboration, teamwork, and problem solving
• Passionate about providing students with stronger pathways to education and building a more just and equitable California overall
• A self-starter and quick learner who is highly motivated and outcome-oriented, always seeking innovative approaches to project execution
• A strategic and creative thinker who can problem-solve, working within and across teams to swiftly respond to needs identified across the California Community Colleges
• Practices ownership, takes accountability, and able to project manage, prioritize tasks, and deliver quality products on time with limited supervision
• Ability to work on a fast-paced team and build and maintain collaborative working relationships with internal and external stakeholders

WHAT WE OFFER

You’ll join a group of mission-driven, passionate, equity-minded individuals with a strong desire to impact and change lives for the better through education. As the official nonprofit auxiliary to the Chancellor’s Office, we aim to ensure our team reflects the diversity of the California Community Colleges and the 2.1 million students, campuses, and communities it serves. Individuals are hired for their deep understanding of each population’s unique needs, and will join a collaborative environment where each team member plays an important role in helping Californians across all communities improve their social and economic mobility and build a better future for themselves and their families.

We operate from an office located in downtown Sacramento’s thriving R Street corridor. Our benefits include the CalPERS defined benefit retirement plan, generous medical, dental, and vision, tuition reimbursement, and more. We take a strategic and comprehensive approach to investing in our people, fostering an environment for employee growth, and providing diverse opportunities for continued learning, professional development, and advancement.
To learn more about the position, read the full job description &gt; Coordinator, Workforce Development, CA Adult Ed and NWoW

For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Coordinator, Workforce Development, CA Adult Ed and NWoW.”