Job Advertisement

Coordinator, Education to Work Partnerships

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, Education to Work Partnerships 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 team of the Foundation for California Community Colleges supports meaningful connections between students and employers in California through work-based learning and supportive services. Our role is to support efforts to bring relevancy and real-world experience to students in California through growing the quantity and quality of work-based learning, including job shadowing, classroom presentations, internships, apprenticeships, and other job training opportunities. The Foundation directly supports key earn and learn strategies through programs and services such as the California Apprenticeship Initiative (CAI) and Career Catalyst.

WHAT YOU’LL DO

This position represents an exciting opportunity to help support the day-to-day operations of the Apprenticeship Support Network team to drive expansion of new and innovative pre-apprenticeships, enhanced on-the-job training, and registered apprenticeships as pathways for low-wage workers to secure middle-skill jobs in California.

WHAT YOU BRING

- Provide operational support for the Foundation’s Apprenticeship Support Network and Career Catalyst business development teams, including:
  - Coordination and logistical support for virtual and in-person meetings and presentations, including working collaboratively to design and develop PowerPoints and other relevant materials.
  - Coordination support for regional Apprenticeship Learning Labs, including researching and securing venues; logistical support for speakers; managing registration and organizing materials; and facilitating pre-, on-site, and post-event logistics.
  - Coordination support for the development of toolkits and other resources. Working collaboratively across departments to ensure deadlines are met.
  - Coordination and logistical support for team travel, including tracking relevant conference dates and presentation opportunities. Working collaboratively with the technical assistance team to write and submit workshop proposals.
• Provide team management and development support by assisting team leadership with meeting scheduling, coordinating, and documenting team meetings, maintaining online file management systems, and helping populate other online platforms.

**IDEAL CANDIDATE QUALITIES**

• Relevant AA/AS, equivalent work experience, or a combination of both
• Minimum of two to three (2-3) + years of administrative work experience required
• Any experience in an education or non-profit environment preferred
• Experience supporting training or education programs desired
• Excellent track record of customer service required
• Experience with HRIS and web-based business and communications management platforms highly desired
• Proven ability to manage by influence and ability to build and maintain credibility
• Outstanding written and verbal communication skills, and ability to build and maintain collaborative working relationships with diverse internal and external stakeholders.
• Exceptional customer service and organizational skills, and an ability to prioritize.
• Must be a self-starter, quick learner, problem solver, and motivated and able to work on a fast-paced team.
• Ability to exercise good judgment and escalate critical issues and sensitive matters, as necessary.
• Demonstrated experience with database-related software applications, such as Excel.
• Ability to adapt to quickly changing circumstances while maintaining goal-orientation.
• Ability to work remotely and navigate various technology platforms (Zoom, MS Office Suite-Teams, Outlook, Salesforce Lightning and other database programs, Google Suite, etc.)
• 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 > Coordinator, Education to Work Partnerships, Workforce Development

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, Education to Work Partnerships, Workforce Development”.

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