Job Advertisement

Program Specialist

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 Program Specialist 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.

WHAT YOU’LL DO

This position is an exciting opportunity for an individual to think strategically and communicate effectively to improve student outcomes. The Program Specialist will support student success initiatives being implemented by the California Community Colleges Chancellor’s Office with the support of the Success Center at the Foundation. The specialist will develop strong relationships with a diverse team of stakeholders, plan communications strategies in support of education policies and programs, and draft materials to advance project goals and objectives.

WHAT YOU BRING

• Create first-draft plans, proposals, briefs, and other materials to advance programs and initiatives that support the Vision for Success
• Collaborate with team to achieve project goals by contributing creative and strategic communications ideas and implementing them
• Consistently meet project deadlines
• Manage requests from multiple stakeholders and prioritize tasks
• Draft materials according to Foundation and Chancellor’s Office style guides, ensuring all deliverables are accurate, professional, and audience-appropriate
• Contribute to writing grant reports, legislative reports, and other materials related to Strategic Projects and Initiatives work as requested
• Elevate the importance of equity in all communications
• Build and cultivate relationships internally and externally where appropriate, act as organizational brand ambassador as needed and provide business development support and input where there is opportunity.

IDEAL CANDIDATE QUALITIES

• Relevant BA/BS, equivalent work experience, or a combination of both
• Minimum of three (3) + years of professional work experience with demonstrated success
• Minimum of three (3) + years of progressive work experience in education policy/program development or communications in higher education in an education-related non-profit or in a large, complex public system
• Excellent written and verbal communications skills essential
• Strong attention to detail and highly organized
• Strong initiative with the ability to move into problem-solving mode when challenges arise
• Ability to learn quickly, gather information skillfully, and simplify complex topics
• Ability to think creatively and strategically, and be nimble and resilient, in a fast-paced environment with changing priorities and deadlines
• Proven ability to manage by influence and ability to build and maintain credibility
• Exemplary interpersonal skills, with the ability to represent the Success Center, Chancellor’s office, and The Foundation with professionalism and integrity to develop, maintain, and promote strong internal and external relationships
• Ability to contribute to a positive work culture with optimism, humility, and a collaborative attitude
• 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 > [Program Specialist, Success Center](#)

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: “Program Specialist, Success Center”.

Program Specialist, Success Center Job Advertisement