Job Advertisement

Senior Project 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 Senior Project 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

The Foundation is looking an individual to join our Success Center team who has experience supporting activities that focus on system change, professional development, and sharing best practices. Our Center’s role is to support The California Community Colleges Chancellor’s Office and Foundation in implementing the Chancellor’s Vision for Success. This work is engaging, fast paced, and ever evolving and requires a flexible personality who enjoys working in a team-based environment. This position will support the achievement of grant-funded programmatic goals related to student success. You will support philanthropically funded initiatives and manage projects in a larger portfolio that is overseen by senior level management. Daily functions include overseeing project work in a non-supervisory role.

WHAT YOU BRING

- Assist in defining project scopes and objectives with Senior Director, ensuring technical feasibility, resource allocation, and risk assessment.
- Independently develop project charters, plans, and task lists. Manage any changes to the project scope, budget, or contracts using appropriate verification techniques or internal processes.
- Take full accountability for full scope of assigned projects, stay up to date on changes to grants, scopes, and budgets. Be able to provide on the spot briefings and status updates for internal and external partners.
- Create and maintain comprehensive project documentation and develop comprehensive project planning documentation using an online project management software. Track project performance analyze progress to goals, and develop efficiencies using technology or internal resources.
- Develop spreadsheets, diagrams, process maps, Gantt charts, or any other project document needs.
- Help oversee budgets and work with the programs operations team to stay up to date on activities or changes to scope of work that may have budget or reporting implications.
IDEAL CANDIDATE QUALITIES

- Bachelor's degree or equivalent related experience.
- Minimum 5+ years of relevant experience.
- Experience working complex systems that evolve and experience change.
- Minimum of 3+ or more years independently managing multiple projects through full project cycle.
- Minimum of 12 months experience managing projects using project management software i.e., Asana, Slack, Microsoft Project, Trello
- Prioritizes tasks and efficiently manages time
- Learns quickly and is willing to ask for help
- Has strong written and spoken communication skills
- Can prepare, read, analyze, and interpret detailed documents
- Works well in a collegial, collaborative environment
- Responds effectively to inquiries or complaints
- Presents information effectively
- 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 has the ability 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 > Senior Project 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: “Senior Project Specialist, Success Center”. 