Job Advertisement

Sr. Specialist, Workforce Development, Transformative Climate Communities Project

Limited Term (part-time): Immediate start – March 31, 2022 [Appx. 16 hours/week]

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 Sr. Specialist (limited term) 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.

Our Foundation’s Workforce Development Department (WDD) seeks to add a part-time Sr. Specialist to its highly creative, collaborative, and multi-faceted team. Sr. Specialists play a critical role in the department’s success by applying deep subject matter expertise and project management skills to ensure high-quality design and delivery of specific WDD programs.

WHAT YOU’LL DO

The Sr. Specialist’s work will include assisting the Sacramento Housing and Redevelopment Authority (SHRA) project leads with convening representatives of a broad network of public agencies, education and training providers, community organizations, and employers involved in executing their Workforce Development Plan, advising and providing some direct support for community outreach and employer engagement, and helping build capacity and tools to effectively monitor, analyze, and report on the impact of activities within the plan. The Foundation’s WDD leadership and additional staff will provide guidance and hands-on support to the Sr. Specialist, as needed. Finally, the Sr. Specialist will participate in team-wide development activities and may have opportunities to apply knowledge and experience to support other WDD projects, as appropriate.

WHAT YOU BRING

- Responsible for staffing and coordinating project activities, tracking deliverables, and serving as primary point of contact for SHRA and other Workforce Development Plan implementation partners
- Provides design, coordination, and facilitation support to SHRA for Workforce Development Plan stakeholder convenings, including helping develop communications, agendas, and related content, facilitating event components, and helping coordinate any follow-up activities
- Helps develop specific activity implementation plans, standard operating procedures, and tools to support effective tracking and analysis of Workforce Development Plan activities, such as community outreach, employer engagement, training completion rates, job placements, etc.)
• Models, trains, and builds SHRA’s internal capacity to conduct routine workforce development data analyses to track and report progress, identify issues and course correct, and articulate the impact that ongoing efforts are having on the community
• Emulates and cultivates a culture of shared leadership and promote organizational values
• Contributes to internal team development activities and other projects and tasks as assigned

IDEAL CANDIDATE QUALITIES
• Relevant BA/BS or equivalent work experience, or a combination of both
• Minimum of five (5) + years of professional work experience with demonstrated success
• Minimum of five (5) + years of progressive work experience in workforce and economic development, education, or related field required
• Advanced knowledge of workforce planning and programming, labor market analysis, or related concepts required
• Fundamental knowledge of work-based learning concepts (e.g. apprenticeship, on-the-job training, internships, etc.) highly desired
• Experience with or ability to quickly learn new applications (e.g. Google Suite, SharePoint, Facebook Workplace, Salesforce, Survey Monkey, Asana, etc.), required
• Excellent project management, planning, group facilitation, and technical skills, with an ability to prioritize tasks and deliver quality products within agreed upon timeframes, with limited assistance
• Proven ability to manage by influence and ability to build and maintain credibility
• Ability to establish relationships quickly and form strong partnerships, including building and maintaining collaborative working relationships with highly diverse stakeholders
• Ability to raise awareness, build momentum, and sustain stakeholder commitment and participation levels in new programs
• Demonstrated ability to design and facilitate multi-stakeholder convenings and activities that encourage full group participation and engagement
• Demonstrated ability to research (qualitative and quantitative), analyze, synthesize, and communicate complex workforce topics to non-experts in a variety of formats (e.g. presentations, graphic displays, briefs, reports)
• 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 > Senior Specialist, Workforce Development Transformative Climate Communities Project

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: “Sr. Specialist, Workforce Development, Transformative Climate Communities Project”.

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