Job Advertisement

Specialist, Workforce Development (Program Focus: Education to Work Partnerships, Employer Engagement)

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 Manager 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 Specialist, Education to Work Partnerships, Employer Engagement, to its highly creative, collaborative, and multi-faceted team. Specialists play a critical role in ensuring high-quality delivery of WDD programs; participation in team development activities and applying knowledge and experience to support other projects, if needed, is also part of the role.

WHAT YOU’LL DO

The Specialist’s first responsibility will be to assist with implementation of a new Future of Work Employer Engagement 2.0 Project, which focuses on engaging employers and other stakeholders to inform the creation of a centralized employer engagement model that reorganizes and coordinates staff and resources to best meet employers’ needs. This work will include supporting project deliverables preparation, convening planning and facilitation, partner coordination, and general project administration. Under the direction of the Director, Earn & Learn the Specialist will also collaborate with staff supporting other Future of Work and Learning Initiative projects on aligned or shared deliverables.

WHAT YOU BRING

- Provides program and operational management support for FWLI, Employer Engagement 2.0 Project, the Foundation’s new program designed to inform the creation of a centralized employer engagement model that reorganizes and coordinates staff and resources to best meet employers’ needs, by:
  - Organizing and facilitating focus groups with employers and leaders in higher education and workforce development.
  - Convening a representative group of college employer partners to surface successes and ongoing challenges to effective employer engagement.
  - Vet among engaged stakeholders the idea of forming a community of practice.
  - Monitor budget, track invoices, and assist with any contract or agreement related needs.
  - Collecting and analyzing FWLI program impact data.
Assisting, when needed, with the completion of day-to-day FWLI tasks [e.g. entering data into Salesforce Lightning]
Facilitating annual FWLI operations review and improvement effort, in collaboration with multiple departments.

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
- Fundamental knowledge of work-based learning concepts required
- High proficiency with Microsoft Office Suite and experience with Excel required
- Excellent track record of customer service required
- Experience with or ability to quickly learn new applications (e.g. Google Suite, SharePoint, Facebook Workplace, Salesforce, Survey Monkey, Asana, etc.) required
- Experience with HRIS and customer relationship management software (e.g. Salesforce) highly desired
- Exceptional customer service and organizational skills, and an ability to prioritize
- Ability to manage multiple projects and clients with competing deadlines and needs
- Outstanding written and verbal communication skills, with a proven ability to communicate effectively with a range of audiences, from C-suite professionals to inexperienced youth
- Client-centered approach to supporting all partners, including employers, workforce and education professionals, students, and youth
- Proven ability to manage by influence and ability to build and maintain credibility
- Capacity to respond to a high volume of internal and external requests for coordination support, while maintaining work quality expectations and the highest standards of customer service
- Ability to exercise good judgment and escalate critical issues and sensitive matters, as necessary
- 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 > Specialist, Workforce Development, Education to Work Partnerships, Employer Engagement

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: “Specialist, Workforce Development, Education to Work Partnerships, Employer Engagement”.