Job Advertisement

Specialist, Fresh Success

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 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

WDD seeks to add a Specialist, Fresh Success to its highly creative, collaborative, and multi-faceted team. This position will support the growth of the Fresh Success program, which supports community colleges, adult education providers, and community organizations in becoming CalFresh Employment & Training (E&T) providers in partnership with county agencies.

WHAT YOU BRING

- Support the success of Fresh Success providers (community colleges, adult education providers, and Community Based Organizations) through ongoing training and technical assistance, peer learning opportunities, oversight, site visits, and program/fiscal reviews
- Maintain familiarity with state CalFresh and federal Supplemental Nutrition Assistance Program (SNAP) Employment & Training guidance, promising E&T and workforce development practices within California and nationally, and California Community College funding mechanisms
- Support the Fresh Success Senior Specialist in performing program reviews and monitoring program compliance with state CalFresh and federal SNAP Employment & Training guidelines and other relevant policies
- Support the design, logistics, and execution of regional and statewide trainings and conference presentations and workshops
- Support Senior Specialist in reviewing quarterly provider invoices, including reviewing costs for allowability, and ensuring appropriate documentation
- 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
- Emulate and cultivate a culture of shared leadership and promote organizational values

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
• Experience providing training and technical assistance preferred
• Knowledge of CalFresh and/or Supplemental Nutritional Assistant Program (SNAP) a plus
• Experience supporting workforce training or education programs a plus
• Any experience in an education or non-profit environment a plus
• Familiarity with the community college system a plus
• Knowledge of the California Community Colleges Chancellor's Office and programs a plus
• Outstanding written and verbal communication and interpersonal skills
• Proven ability to manage by influence and ability to build and maintain credibility
• Client-centered approach to supporting all partners, including workforce, education, and county and state government professionals
• Ability to learn, interpret, and monitor compliance with complex program requirements
• Ability to manage multiple projects and clients with competing deadlines and needs
• 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
• Highly attentive to details and instructions, and able to execute upon assigned tasks quickly and with limited assistance
• 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.

Specialist, Workforce Development, Fresh Success Job Advertisement
To learn more about the position, read the full job description > Specialist, Workforce Development, Fresh Success

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, Fresh Success”.

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