Job Advertisement

Specialist, Workforce Development
(Program Focus: Future of Work and Learning Initiative, Higher Education System Support)

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.

The Workforce Development Department (WDD) seeks to add a Specialist to support the Future of Work, Higher Education System Support (Future of Work and Learning Initiative, FWLI program) 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

This position will support projects under the Foundation’s new program, Future of Work and Learning Initiative (FWLI), which aims to support ongoing efforts of the California Community Colleges to adopt more adaptable education approaches that strengthen connections between learning and work, increasing colleges’ capacity to more rapidly respond to the evolving needs of students and employer partners while helping close racial, economic, and social equity gaps.

WHAT YOU BRING

- Assists with the preparation of project materials and deliverables, such as presentations, briefs, toolkits, etc.
- Builds and cultivates relationships internally and externally where appropriate, act as organizational brand ambassador as needed and provide business development support and input where there is opportunity.
- Provides design, facilitation, and coordination support for small- to large-scale (15-100 + attendees) virtual and in-person practitioner convenings, including helping develop agendas and related content, preparing presenters, co-facilitating event components, sending pre- and post-event communications, and analyzing and summarizing participant feedback.
- Supports project management by ensuring that WDD project management platforms and filing systems are populated with accurate and up-to-date information on project activities and deliverables.
- Collects and organizes data to support project reporting requirements and quarterly reviews of overall WDD performance and impact.
- Emulates and participates in a culture of Shared Leadership and promotes organizational values.
- Contribute to internal team effort by completing other projects and tasks as assigned.

**IDEAL CANDIDATE QUALITIES**

- Relevant BA/BS, equivalent work experience, or a combination of both
- Minimum of three (3) + years of related work experience with demonstrated success required
- Experience with capacity building within workforce development, apprenticeship/pre-apprenticeship, higher education, adult education, or relevant field a plus
- Fundamental knowledge of traditional or non-traditional higher education system models required
- Excellent track record of customer service and professional communication required
- Demonstrated proficiency with basic MS Office applications, including Outlook, Word, PowerPoint, and Excel required
- Exceptional organizational skills and ability to prioritize multiple projects and partner requests
- Ability to take instruction and effectively execute assigned tasks with limited assistance and according to established deadlines
- Ability to collect, analyze, and synthesize complex information, and to package that information for consumption by a variety of audiences
- Ability to draft content for presentations, reports, and other work products
- Ability to effectively present information in various settings
- Proven ability to manage by influence and ability to build and maintain credibility
- Strong communication skills (written and verbal) and interpersonal skills
- Ability to maintain a customer service orientation and demonstrate a sustained commitment to external and internal collaboration, teamwork, and problem solving
- 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 > Specialist, Workforce Development, Future of Work and Learning Initiative, Higher Education System Support

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, Future of Work and Learning Initiative, Higher Education System Support”.