Job Advertisement

Business Operations 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 Business Operations 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.

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 operations of all three Success Center units.

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.

WHAT YOU BRING

The Business Operations Specialist position will support the entire Success Center team by participating in organizational, project management, and other operations support activities:

Operational

- Under general direction, administers program operations and administrative services including procurement, scheduling, event management, customer relation management, and daily activities.
- Support with the departments contract processing and document management.
  - Create and adapt new processes as necessary, be able to revise and amend documents.
  - High level attention to detail. Proofread, format, and create templates.
  - Support tracking of relevant contract details and maintain up to date records.
  - Create a retention schedule from company’s Information Governance policies.

Project Management

- Adept communication with high level executives, ability to draft written correspondence with the Chancellor’s Office and other system stakeholders and partners.
- Maintain project documentation, tasks lists, and departmental dashboards. Stay up to date on current project activities, scope changes, progress and budget development as it relates to current projects.
Administrative

- Serves as liaison between the Chancellor’s Office executive support staff, the California Community College System, and the Foundation to ensure effective and efficient delivery of administrative services.

**IDEAL CANDIDATE QUALITIES**

- Relevant Bachelor’s degree or equivalent related experience required
- Minimum five (5) + years of relevant experience required
- Prioritizes tasks and efficiently manages time.
- Exercises good judgment and effectiveness in working with a high-performing and fast-paced team.
- Resourceful style with good instincts and ability to leverage resources.
- 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 > [Business Operations Specialist](mailto:Business%20Operations%20Specialist).

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: “Business Operations Specialist, Success Center”.