Job Advertisement

Program Coordinator

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 Coordinator 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 CollegeBuys program (Program/Department) is the systemwide aggregate purchasing program for the California Community Colleges. The program develops contracts that are designed to optimize value and cost savings for all community colleges in California. The program’s main objective is to expand usage of CollegeBuys contracts statewide. To determine its priorities, CollegeBuys works closely with the California Community Colleges Chancellor’s Office and an advisory group comprised of community college stakeholders. These priorities are memorialized and guided by a three-year business plan. Since inception, CollegeBuys contracts have resulted in nearly $500 million in cost savings that have been reinvested back to local community colleges.

WHAT YOU’LL DO

This position is responsible for providing strategic support to the Department and the Executive Director of Program Development. The Coordinator performs a variety of administrative functions, customer service and support, coordination of calendars/events, logistics, and compiling legal and compliance documents. The Coordinator is expected to reliably perform job responsibilities with a high-level of attention-to-detail and completeness within prescribed deadlines.

WHAT YOU BRING

- Coordinates marketing and outreach functions in tandem with the CollegeBuys Manager – such as mass mail outs, social media outreach, conference tabling, and speaking at convenings to promote the Division’s priorities.
- Tracks and organizes inventory and supplies in a coherent manner, ensuring streamlined operations for the Division.
- Utilizes departmental contracting methods to support department management in building revenue contracts that support that Foundation’s Mission.
- Logistics for events that promote the Foundation’s Corporate Roundtable members.
- Logistics for CCC stakeholder participants to Corporate Roundtable events.
- Coordination with event organizers and venues supporting streamlined event planning and execution.
- Knowledge of Salesforce CRM software, and ability to adopt and execute upon the Foundation and Department’s data integration framework for Salesforce.
IDEAL CANDIDATE QUALITIES

- Relevant AA/AS degree required.
- Minimum of two (2) + years of relevant office experience required.
- Proficiency with Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, etc.)
- Proficiency with Google Suite/Drive
- Knowledge of basic principles and practices of business/office operations
- Strong communication, prioritization, customer service, time management, multitasking, and analytical skills required
- Ability to successfully handle complex programs/activities with limited supervision
- 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 > Program Coordinator, CollegeBuys

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: “Program Coordinator, CollegeBuys”.