Job Advertisement

Workforce Development 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 Workforce Development 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.

WHAT YOU’LL DO

The Foundation for California Community Colleges is seeking an individual to join our Workforce Development team who has experience, dedication and motivation to support meaningful connections between students and employers in California. Our role is to support efforts to bring relevancy and real-world experience to students in California through growing the quantity and quality of work-based learning, internship, and job training experiences. We develop support services for work-based learning that are curriculum-aligned and regionally-organized for public education systems and their employer partners. These efforts help strengthen connections between high school districts, community colleges, and their regional employers.

WHAT YOU BRING

• Provide program coordination and operational support for Career Catalyst, the Foundation’s signature employer-of-record service, including:
  o Orienting new clients to Foundation processes and coordinating onboardings and offboardings with program managers and timekeeping supervisors.
  o Leading virtual and in-person HRIS trainings for new clients, students, and youth.
  o Responding to routine questions and technical support requests from work experience program supervisors, students, and youth.

• Provide additional coordination support for project-specific events, including researching and securing venues; managing registration and organizing materials; and facilitating pre-, on-site, and post-event logistics.

• Outstanding written and verbal communication skills, and ability to build and maintain collaborative working relationships with diverse internal and external stakeholders.

• Exceptional customer service and organizational skills, and an ability to prioritize.
• Must be a self-starter, quick learner, problem solver, and motivated and able to work on a fast-paced team.
• Ability to exercise good judgment and escalate critical issues and sensitive matters as necessary.
• Proficiency with Microsoft Word and PowerPoint.
• Demonstrated experience with database-related software applications, such as Excel.
• Ability to adapt to quickly-changing circumstances while maintaining goal-orientation.

IDEAL CANDIDATE QUALITIES

• Two to three (2-3) + years’ administrative work or program coordination experience required.
• Associates degree in a relevant field (e.g. business administration, human resources, etc.) or equivalent related experience required. Bachelor’s preferred.
• Client-centered approach to supporting all partners, including employers, workforce and education professionals, students, and youth.
• Outstanding written and verbal communication skills, with a proved ability to properly address a range of audiences, from C-suite professionals to inexperienced youth.
• Highly attentive to details and instructions, and able to execute upon assigned tasks quickly and with limited assistance.
• Ability to learn and utilize online human resource, file management, event scheduling, customer relationship management, and social media platforms.
• Ability to effectively coordinate meetings and manage logistics for high-profile events.
• 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.
• 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.

Workforce Development Coordinator Advertisement
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 > Coordinator, Workforce Development

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: “Workforce Development Coordinator”.