



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

*An Equal Opportunity Employer*

## **Special Projects Development Coordinator (Youth) – School Liaison**

### *Job Description & Announcement*

#### **Summary**

The South Bay Workforce Investment Board (SBWIB) is seeking an out of the box thinker with innovative entrepreneurial spirit to function as a Special Projects Development (SPD) Coordinator (Youth) – School Liaison. Responsibilities will include working closely with local high school partners and students on-site as well as our Business Services and Special Projects Units to prepare comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks along with administrative duties, such as maintaining project documentation. To succeed in this role, you should have excellent time management and communication skills, as you may often collaborate with clients and internal teams to deliver results on deadlines.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

#### **Compensation**

This is a full-time position (40 hour-week) with a starting hourly range of \$25.32. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% employer covered medical benefits coverage, sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 90-day employment introductory period (**60 days for medical benefits**).

#### **Minimum Qualifications**

Graduation from an accredited college or university with a bachelor's degree in Liberal Arts, Public Relations, Communications, Journalism, Public Administration or another related field; at least two years of professional experience in the workforce field or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties (education may be substituted by experience on a year-for-year basis). Must also demonstrate dependability, promptness, punctuality and professionalism and an ability to communicate effectively. Must be able to manage multiple tasks and projects in a timely manner and work well under pressure. Lastly, this person must be able to successfully pass background and reference clearances; have a valid driver's license, reliable transportation and current vehicle insurance.

#### **Skills**

- Must be enthusiastic, creative, quick-thinking and capable of functioning effectively in a professional work setting with various levels of staff and management and be able to work independently or in group settings.
- Experience working with diverse populations.
- Ability to think strategically and execute new ideas in fast-paced environment.
- Superb communication skills, both verbal and written.
- Must have excellent organizational skills, including the ability to manage multiple tasks and projects in a timely manner.
- Must be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

- Must be confident and good at building strong business relationships, reliable, trustworthy and a person the team can count on to complete tasks in a timely manner with pride in their work.
- Must possess the ability to excel at details, multi-task and work under pressure.
- Ability to research, analyze, monitor and interpret legislation, regulatory, program and other information relating to the labor market, including state, federal and local program plans desired.
- Strong experience of sector development and supporting businesses.
- Continuous and demonstrated ability to work effectively alone or collaboratively with staff, board and partners.

### **Essential Duties and Responsibilities**

Under the direction of the Special Projects Development (SPD) Manager or other assigned manager, the Special Projects Development Coordinator (Youth) – School Liaison will be responsible for overseeing various projects as well as organizing the various tasks involved in completing the projects. Responsibilities will include working with local high school partners and students on-site. Those duties include, but are not limited to, the following:

- With the support of the Management staff, the SPD Coordinator will be responsible for assisting and possibly managing external relationships and successful delivery of milestones in relation to key partnerships and special projects, particularly those related to Youth.
- Coordinate on program design and development in relation to special projects.
- Review assigned projects on an ongoing basis and undertake research and analysis of new projects and initiatives as needed.
- Analyze and review project statuses to ensure that the project stays on track and reaches its desired goal.
- Research, track and collect data necessary to compile and create reports and/or newsletters.
- Submit monthly, quarterly, or annual reports to upper management on the progress of all projects.
- Monitor budgets in relation to all projects to ensure appropriate spending.
- Facilitate workshops, events, and fairs.
- Participate and/or conduct regular meetings with team members, Boards, school districts, affiliates and/or committees to provide updates as necessary.
- Assist with project specific orientations, enrollments, case management, and data entry as needed.
- Research and identify new funding prospects and assist with generating new proposals and grants.
- Assist with Blueprint instruction, implementation and circulation.
- Collaborate with local high schools to identify and expand workforce services to students. Student services include: Resume Overview, Mock Interviews, Career Workshops, Internships, Pre-Apprenticeships and Apprenticeships, permanent employment opportunities, and more.
- Develop and strengthen business partnerships that are relative to school-based programs.
- Ability to work with little to no supervision.
- Other Special Projects and assignments as needed.

### **Working Conditions**

*Performing duties of the Special Projects Development Coordinator (Youth) – School Liaison will require spending the majority of the day off-site, assigned to various local high schools with in-person settings. Additional duties include walking, standing, sitting and/or driving back and forth to off-site locations. Reliable transportation and a valid driver's license (and insurance if own vehicle) is a must. The Special Projects Development Coordinator must also be able to work well under stress and meet deadlines. Eligible candidates must pass a background check with South Bay Workforce Investment Board and may be requested to submit to further screening such as drug testing, fingerprinting, and additional background checks from school partners.*

*Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and/or visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company or by City, County, State and Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. Note: Measures may change based on the level of safety concerns or the functions of duty. Employee may spend the majority of the day walking, standing, sitting at a desk, with frequent needs to reach, bend and use hands and arms to occasionally lift and/or move up to 40 pounds.*

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*