

# SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

*The **SBWIB, Inc.** is an equal opportunity employer.*

## **Program District Assistant (Blueprint Trainer)**

### Job Announcement

#### **Summary**

The South Bay Workforce Investment Board, Inc. (SBWIB) is seeking highly motivated individuals to function as Program District Assistants (Blueprint Trainer) between subcontracted One-Stop/WorkSource Centers and the South Bay Workforce Investment Board, Inc. The Program District Assistant (PDA) - Blueprint Trainer will be responsible for facilitating employment / retention workshop trainings to CalWORKs participants under the Transitional Subsidized Employment (TSE) Program. The PDA Blueprint Trainer must understand the function and goal of the TSE program and be able to motivate TSE program participants to achieve their professional goals through employment. This job posting is intended to fill a position in the Burbank/Glendale Area. The Blueprint Trainer may be required to travel/train locally (throughout LA County) as well.

#### **Compensation**

This is a full-time position (35-40 hours/week) with a starting hourly wage of \$23.49. 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 65% health cost reimbursement (for employee only), 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 60-90-day employment introductory period.

#### **Minimum Requirements**

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 (2) years of experience in the delivery of presentations, group facilitation, job readiness or life skills training 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). A demonstrated ability to communicate effectively in groups and public settings is essential. **Bilingual (Armenian/English) is preferred.** Reliable transportation, a valid driver's license and insurance is a must.

#### **Skills**

- Must be enthusiastic, creative and capable of functioning effectively in a professional work setting with various levels of staff and be able to work independently or in group settings;
- Must have outstanding people skills and be able to work collaboratively and positively with others of diverse backgrounds, opinions and needs;
- Must have experience with public speaking and have strong presentation, verbal and written communication skills and be able to communicate efficiently;
- Must have excellent organizational skills, including the ability to manage multiple tasks and projects in a timely manner;
- Must be self-directed, self-motivated and comfortable with making decisions to adapt process and curriculum delivery based on conditions;
- Must be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Must possess the ability to excel at details, multi-task and work under pressure.

## Essential Functions

Under the supervision of the SBWIB GAIN Unit Manager (or designee), the Program District Assistant's (Blueprint Trainer) duties include, but are not limited, to the following:

- Work with staff and One-Stop/WorkSource Centers to plan, evaluate and implement Blueprint I/II employment/retention workshops/presentations;
- Conduct various practice testing's and/or assessments to identify areas of risk and refer those students who require further evaluation or follow up services to the appropriate One-Stop/WorkSource staff or programs;
- Deliver Worker's Compensation basic safety information to TSE participants;
- Participate in meetings, events, or other special activities;
- Prepare and submit weekly reports as directed by Manager;
- Participate in routine LA County Regional Staff Meetings and SBWIB GAIN Unit meetings as directed;
- Other duties as assigned;

## Working Conditions

Performing duties of this position may require spending the majority of the day walking, standing, sitting at a desk and some lifting and bending for filing, packing or transporting of supplies. Employee must have good time management skills, be able to work well under stress and meet deadlines. Employee may also be required to travel outside of assigned areas to other office locations and training sites throughout LA County. Reliable transportation, a valid driver's license and proof of insurance is a must.

Employee may occasionally be required to travel outside of LA County or statewide to attend conferences and/or training seminars in which such events may last two (2) or more days.

## How to Apply

Send a cover letter and resume to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of resumes. 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 accommodation 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).*