

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

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

Special Projects Development Coordinator – Administrative

JOB ANNOUNCEMENT

\$25.83 - \$36.73

Summary

Come join the South Bay Workforce Investment Board Inc.'s (SBWIB, Inc) Special Projects team and be a part of an exciting department where you will be helping thousands of people across California and the nation to realize their career goals. Our programs impact all populations, and you will be working with industries that are launching groundbreaking innovations in such sectors as advanced manufacturing; aerospace; bioscience; energy; climate & environment; healthcare; arts, media & entertainment, and information technology. If you are an energetic, enthusiastic person with an upbeat personality and a desire for helping others and making a difference, this job is for you!

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.

Salary & Benefits

This is a full-time, nonexempt position (40 hours/week), with a starting wage commensurate with experience. Our Company offers a comprehensive employee benefits package, which includes 75% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. *Employer is eligible for student loan forgiveness (PSLF).* 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 Qualifications

Graduation from an accredited college or university with a bachelor's degree and at least three years 3 of professional experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties. ***Preferred Qualifications include:*** experience with building strong business relationships, working with diverse populations, grant writing, and workforce development and/or apprenticeship. Reliable transportation with valid California Driver's License and insurance are required. Must also be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

Required Skills

- Must be enthusiastic, creative, and capable of effectively functioning in a professional work setting with various levels of staff, Boards or Partners, in group settings, and independently with little to no supervision;
- Must possess the ability to think quickly, strategically and execute new ideas in fast-paced environment;
- Must possess the ability to excel at details, work well under pressure and have great problem solving skills;
- Must have excellent organizational skills and the ability to manage multiple tasks and projects in an efficient and timely manner and be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Must have superb verbal and written communication skills, outstanding people skills and be able to work collaboratively and positively with others of diverse backgrounds, opinions and needs;
- 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;
- Passionate about workforce development and working with diverse populations;
- Must have experience working with Microsoft Office software, including Outlook, Word, PowerPoint, and Excel and be well versed in conducting and utilizing Zoom, Teams and other virtual meeting platforms.

Essential Duties and Responsibilities

Under the direction of the Special Projects Development (SPD) Manager or other assigned manager, the Special Projects [Development] Coordinator will be responsible in part for acting as an account manager to employers around California and

the nation, overseeing and implementing various workforce projects to support employers and job seekers. Duties include, but are not limited to, the following:

- Build and maintain relationships with employers in a variety of industry sectors, identify their needs, and coordinate participation in the appropriate SBWIB, Inc., programs.
- Manage successful delivery of project milestones, particularly those related to employer and business engagement.
- Participate and/or conduct regular meetings with team members, Boards, school districts, affiliates and/or committees to provide updates as necessary.
- Make public presentations as needed and communicate to the public about available programs offered by the SBWIB, Inc.
- Assist team in compiling and creating reports and/or newsletters.
- Assist team with fund development and grant writing.
- Assist team with apprenticeship development and management, and the development of other career pathway programs.
- Assist team with management of other programs as needed such as Employment Training Panel (ETP) funding.
- Assist with project specific orientations, enrollments, case management, job placement and data entry as needed.
- Other Special Projects and assignments as needed.

Working Conditions

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. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or 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 level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must.

How to Apply

Send a cover letter and résumé to 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.