

SBWIB, Inc.

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

\$23.49 - \$33.41

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking highly motivated individuals to function as Program District Assistant - 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 **South Bay Area**. The PDA Blueprint Trainer may be required to **travel/train locally, throughout LA County**. Mileage is reimbursed. *Bilingual (English/Spanish) candidates needed.*

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), generally with a starting hourly wage of **\$23.49**; however, wage may 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 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). Must be able to demonstrate the ability to communicate effectively in groups and public settings. Bilingual (English/Spanish) candidates are needed; must be able to read, write and speak both languages proficiently. 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 experience with public speaking, have strong presentation, verbal and written-communication skills;
- Must have outstanding people skills and be able to work collaboratively and positively with others of diverse backgrounds, opinions and needs;
- Must be self-directed, self-motivated and comfortable with making decisions to adapt process and curriculum delivery based on conditions

- 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 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 1/11 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

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. **Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions may be required to provide COVID testing once a week or more, if/as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.**

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.