

# SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

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

## **Program District Assistant (USC Area)**

### **JOB ANNOUNCEMENT**

\$23.49 - \$33.41

#### **Summary**

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking a highly motivated individual to function as a liaison between subcontracted One-Stop/America Job Centers of California (AJCC) and the LA County GAIN Regions. **This position will be assigned to USC area.** The liaison must understand the goals and objectives of the Transitional Subsidized Employment Program (TSE) and possess excellent motivational speaking skills with the ability to communicate to TSE participants how they can achieve their professional goals through employment. Liaisons must be able to assess the job-ready participants' strongest skills and interests to facilitate a referral to the One-Stop/AJCCs for a Paid Work Experience (PWE) or On-the-Job Training (OJT) employer match. He/she must be able to work in a professional work setting with various levels of staff and be able to work independently or in a group setting.

*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 Business, Public Administration, Social Science, Communications, or a related field; at least two (2) years of experience in the delivery of social service programs, job training and development, leadership and marketing 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). 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 great 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 good 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 have experience working with or the ability to learn Microsoft Office software, including Outlook, Word, PowerPoint, and Excel and virtual meeting platforms such as ZOOM, Teams, etc.

#### **Essential Duties and Responsibilities**

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

- Assist LA County GAIN Region in identifying job-ready participants for the Transitional Subsidized Employment (TSE) program and completing necessary paperwork, participant resumes, flyers, group orientations/recruitments, etc.
- Interview participants to assess interest/qualification for TSE.
- Discuss with the participant his/her rights and responsibilities in TSE.
- Facilitate and complete participant referrals to the One-Stop/AJCCs for enrollment into the TSE program.
- Understand the general GAIN process and be able to address the participants' questions/concerns.
- Assess the participants' skills, interest, goals, and determine if suitable to participate in PWE or OJT.
- Coach the participants on appropriate work behavior, attire, interviewing techniques, etc.
- Follow-up with One-Stop/AJCCs for status updates on all participants referred by the region and prepare written report accordingly.
- Respond to incoming calls from participants, GAIN Region staff and outside agencies.
- Direct participant complaints/concerns about TSE worksites to the South Bay Workforce Investment Board for investigation and follow-up.
- Work closely with assigned One-Stop/AJCCs to ensure participants are placed or, appropriate actions are taken.
- 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 related 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](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).*