

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

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

Special Projects Development Coordinator – School Youth Liaison **JOB ANNOUNCEMENT**

\$25.83 - \$36.73

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking an out of the box thinker with innovative entrepreneurial spirit to function as a Special Projects Development 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 will be required to collaborate with clients and internal teams to deliver results according to deadlines and expectations set forth by the origination. You must be able to work well under pressure, have excellent time management and communication skills, and meet other qualifications as listed throughout this announcement. *This position is clerical/administrative in nature.*

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 wage of **\$25.83**; 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 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). 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.
- Must be capable of researching, analyzing, monitoring and interpreting legislation, regulatory, program and other information relating to the labor market, including state, federal and local program plans as applicable.
- Strong experience of sector development and supporting businesses.

- 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 - 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, which 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.
- 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. **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.