



## Job Description

Functional Title: Senior Specialist, Education to Work Partnerships

CALPERS Title: Senior Specialist

Department: Workforce Development

Reports To: Director, Earn and Learn, Workforce Development

FLSA Status: Exempt

Primary Work Location: Sacramento

Last Updated: 07/2020

Flex Work Option: Some

## Position Summary

The Workforce Development team of the Foundation for California Community Colleges supports meaningful connections between students and employers in California through work-based learning and supportive services. Our role is to support efforts to bring relevancy and real-world experience to students in California through growing the quantity and quality of work-based learning, including job shadowing, classroom presentations, internships, apprenticeships, and other job training opportunities. The Foundation directly supports key earn and learn strategies through programs and services such as the California Apprenticeship Initiative (CAI) and Career Catalyst.

This position represents an exciting opportunity to help shape and lead the day-to-day implementation of the Apprenticeship Expansion Project (AEP) which focuses on cross-sector understanding and coordination among statewide and regional partners including workforce, education, and community organizations, to drive expansion of new and innovative pre-apprenticeships, enhanced on-the-job training, and registered apprenticeships as pathways for low-wage workers to secure middle-skill jobs in California.

As the provider of statewide technical assistance for CAI, the first and largest state investment in apprenticeship nationally, the Foundation is uniquely positioned within the apprenticeship field given its cross-sector partners in education, industry, workforce boards, and related agencies. For the past three years, the Foundation has had an ear to the ground through its support of CAI grantees and is now primed to expand its role to help create a pipeline of new and growing apprenticeship programs that are well-prepared with strong models that incorporate sustainability planning.

## Essential Job Duties and Responsibilities

- Provide support for the technical assistance services of the Apprenticeship Expansion and California Apprenticeship Initiative (CAI), Apprenticeship Support Network Projects including new content and educational resources to promote basic knowledge about new and innovative apprenticeships, partner agencies, and roles and responsibilities.

- Serve as primary liaison to internal and external partners to create New & Innovative Apprenticeships 101 content for monthly webinars and newsletters.
- Lead efforts to develop toolkits outlining definitions of pre-apprenticeship, enhanced OJT, and New & Innovative Apprenticeship (including differences, similarities, formal linkages, and funding mechanisms that support each model).
- Work collaboratively with the technical assistance team to plan, design, staff, and facilitate six in-person Apprenticeship Learning Labs each year.
- Manage and moderate the CAI Hub Forum (online community of practice).
- Represent the Apprenticeship Expansion Project and present effective practices at key state meetings and conferences (California Apprenticeship Council, California Conference on Apprenticeship, California Apprenticeship Taskforce, ETP, Meeting of the Minds, CCCAOE, etc.).
- Work collaboratively with team to conduct research, including qualitative and quantitative data collection and analysis to help increase understanding of new and innovative apprenticeship program sustainability.
- Lead efforts to package and present findings to the field through presentations, webinars, and toolkits.
- Provide technical assistance on Apprenticeship, Pre-Apprenticeship and Enhanced On-the-Job Training (OJT) to California Community College stakeholders.
- Help increase the Workforce Development team's visibility by maintaining social media accounts, preparing marketing materials, and developing and delivering presentations at conferences.
- Emulate and participate in a culture of shared leadership and promote organizational values
- Contribute to team effort by completing other projects and tasks as assigned.

## **Supervisory Responsibilities**

May provide some oversight and work product review for junior staff.

## **Level of Supervision**

Receives assignments from Director, Earn and Learn and Workforce Development department leadership. Provided moderate instruction and a general direction as to professional goals and project involvement, as well as achievement of those goals. Evaluation is based on ability to perform essential job duties and responsibilities, as well as successful execution of tasks/projects.

## **Knowledge, Skills, and Abilities**

- Excellent project management, group facilitation, and technical skills, with an ability to prioritize tasks and deliver quality products within agreed upon timeframes, with limited supervision.
- Demonstrated ability to research (qualitative and quantitative), analyze, synthesize, and communicate complex workforce topics to non-experts in a variety of formats (e.g. toolkits, reports, graphic displays, presentations, newsletter articles).
- Proven ability to manage by influence and ability to build and maintain credibility

- Exceptional ability to build and maintain collaborative working relationships with internal and external stakeholders.
- Outstanding written and verbal communication skills, with a proven ability to communicate effectively with a range of audiences, from C-suite professionals to inexperienced youth.
- Must be a self-starter, quick learner, problem solver, and highly motivated and able to work on a fast-paced team.
- Ability to exercise good judgment and escalate critical issues and sensitive matters, as necessary.
- Ability to work remotely and navigate various technology platforms (Zoom, MS Office Suite-Teams, Outlook, Salesforce Lightning and other database programs, Google Suite, etc.)

## **Education and Experience**

- Relevant BA/BS, equivalent work experience, or a combination of both.
- Minimum of five (5) + years of related work experience in workforce development, apprenticeship/ pre-apprenticeship, higher education.
- Minimum of two (2) + years of experience in an education or non-profit environment preferred.
- Advanced knowledge of New & Innovative apprenticeship, pre-apprenticeship, and enhanced OJT concepts required.
- Demonstrated professional writing, presentation, and technical research skills required.
- High proficiency with Microsoft Office and Google Suites required.
- High proficiency with Excel required.
- Experience engaging subject matter experts and scoping and assessing the work of short-term consultants highly desired.
- Prior supervisory experience preferred.
- Familiarity with the community college system a plus.

## **Working Conditions and Travel**

- This is a full-time position, 40 hours per week, with additional hours as needed to address the needs of the organization.
- Moderate overnight travel (up to 40%) by land and air.
- Well-lighted, heated, and air-conditioned indoor office setting with adequate ventilation.
- Must be able to work remote successfully.

## **Physical Requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions/physical requirements of the job.

- Ability to constantly work at a computer workstation for up to five consecutive days
- Ability to frequently communicate with internal office staff and external third parties
- Ability to frequently move and/or remain in a stationary position without breaks at meetings and program site visits

- Ability to perform repetitive movements (e.g. typing and filing) and operate and use common office equipment (e.g. copy machine, printer, telephone) and supplies
- Ability to operate personal vehicle for Foundation business and possess current valid California driver's license and insurance, or utilize an alternative mode of automobile transportation (e.g. ride share) to carry out Foundation business
- Ability to move or transport office items (e.g. work supplies, laptop, files) up to a maximum of 20 pounds

## Equal Employment Opportunity

The Foundation for California Community Colleges is committed to providing an environment of mutual respect where equal employment opportunities (EEO) are available to all employees and applicants without regard to race, color, ancestry, national origin, genetic characteristics, sex, gender identity, gender expression, sexual orientation, marital/parental status, political affiliation, religion, age, disability, pregnancy, childbirth, breastfeeding or veteran status. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing non-discrimination in employment.

## Employee Signature

Employee Signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position, which may be subject to change at any time during the course of employment.

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Employee's Printed Name

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Date

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Employee's Signature