



Coordinator, L.A. Region K-16 Collaborative

Job Description

Position

The L.A. Region K-16 Collaborative Coordinator will provide staffing support to UNITE-LA and partners through project logistics, data management, and technical assistance for a new Los Angeles Region K-16 Collaborative. This opportunity is made possible by a state grant that brings together more than two dozen regional higher education institutions, K-12 districts, and employers to build stronger pathways for L.A. students beginning in high school and going through college to a fruitful career. UNITE-LA, acting as regional convener for the collaborative, will be at the focal point of this endeavor, developing a countywide strategy that supports traditional, nontraditional, and special populations, emphasizing BIPOC and historically underserved students.

The Coordinator will be a key member of the convening team, providing logistical support for initiatives in education and workforce development in Los Angeles. The Coordinator will serve as a point of contact for UNITE-LA among collaborative partners, primarily supporting the organization and execution of meetings, convenings, and communications with local educational, business, and civic leaders dedicated to developing strong pathways from K-12 through postsecondary to careers for communities that face barriers to success. The Coordinator will also manage aspects of a regional data sharing agreement and data tracking effort, including data acquisition, analysis, and data visualization. The Coordinator will serve on UNITE-LA's Systems Change Department and closely collaborate with the Research and Evaluation Team.

About Us

Over the past 20 years, UNITE-LA has established itself as a trusted education and business intermediary, dedicated to supporting the development of an effective local public education system, so that **ALL** children and youth succeed in college, career and beyond. Through the intersection of programming, policy, and systems change efforts, UNITE-LA works to increase access to high-quality early childhood education, develop career pathways in high-growth industries, improve college access and success, and ensure workforce readiness, especially for individuals with high barriers into the workforce.

UNITE-LA is the convener of the L.A. Region K-16 Collaborative, a collaboration between county K-12 and postsecondary education institutions, employers, and community partners to close education and workforce gaps for historically underrepresented students in the region. UNITE-LA, through the L.A. Compact, has acted as a bridge builder - convening and mobilizing leaders from education, business, government, and civic organizations who believe that talent is equally distributed, but opportunity is not. UNITE-LA will continue to do this in partnership with the regional collaborative and work specifically to advance the educational pipeline for students interested in healthcare, computer science and engineering, and other high-yield fields.

Core Competencies and Responsibilities

- Support management and execution of data and evaluation needs including:



- Data acquisition, organization, processing/cleaning, and entry
- Research on online education and labor force databases
- Surveys, interviews, and focus groups
- Evaluation of goals-driven outcomes and support for data-driven continuous improvement
- Produce high-quality data visualizations, charts, tables, and spreadsheets
- Develop written content such as briefs, memos, fact sheets, presentations, social media posts, and other communications materials
- Support UNITE-LA team in coordinating meetings, taking meeting minutes, making connections with external partners, and tracking project deliverables
- Utilize public and privileged data sources to provide continuous updates to public-facing data dashboards and repositories
- Other duties as assigned

Skills and Qualifications

- Passion, energy and commitment towards UNITE-LA's mission, anti-racism, and equity
- Subject matter knowledge of or interest in college and career pathways, especially in the Los Angeles region and/or California
- Associate degree with 3 years relevant work experience OR Bachelor's degree with 1 year of relevant work experience OR 5+ years relevant work experience in education or workforce development for communities facing high education and labor market barriers
 - Degree preferred in the following areas: public policy, public administration, education or higher education, social sciences, macro social work, or related field
 - Coursework preferred in quantitative data analysis, statistics, or research methods
- Strong organizational and project management skills, including the ability to manage tasks and workplans and prioritize work across multiple projects while maintaining quality of work
- Excellent interpersonal and communication skills and ability to build relationships with internal and external stakeholders
- Proficiency with quantitative data tracking and analysis, including
 - Accessing and summarizing quantitative data from public dashboards
 - Excel mathematical functions, spreadsheets, charts, and tables
 - Creating publication-ready figures and tables
 - Understanding quantitative data and interpreting data points and charts to tell a story
- Strong writing skills, including ability to present complex information in an understandable and compelling manner, especially to non-technical audiences
- Experience with research-based content development through written and visual mediums
- Proficiency in Microsoft Office Suite applications, Adobe PDF applications, and database technologies
- Self-starter, detail-oriented, reliable, professional, organized, and a quick learner
- Intellectually curious learner willing take in new information and perspectives to inform and adapt work; demonstrates a growth mindset and desire to continuously improve professional skills



Preferred Competencies

- Familiarity with state and federal data systems such as Launch Board, CDE Data Quest, CCCCCO Data Mart, the American Community Survey, and IPEDs
- Proficiency with Tableau software
- Proficiency with a statistical software package (e.g., SPSS)
- Proficiency with Survey Monkey or other survey tools
- Experience with Asana software

Compensation

This is a full-time non-exempt position with a starting hourly rate of \$22-\$24 (approximately \$45,000-\$50,000 annually), commensurate with experience. Our competitive benefits package includes paid sick leave, vacation, and work-life harmony time, in addition to a robust paid holiday schedule; 401(k) participation with employer contribution; competitive health, vision and dental insurance, flexible spending accounts, and more. UNITE-LA promotes a culture of work-life harmony with flexible schedules and offers employee growth development plans to support pathways forward.

Location

This position is based in Los Angeles, CA. While many staff continue to regularly work remotely, attendance at our downtown Los Angeles office or at community events in the L.A. region can be expected a few times a month. Occasional travel is required for in state and out-of-state conferences. At this time, UNITE-LA is requiring all staff who represent the organization in-person (whether in the office, at off-site meetings, or for travel) to show proof of COVID-19 vaccination, including a booster if eligible, or to present a valid religious or medical exemption to Human Resources.

To Apply

Interested candidates should submit their **resume and a cover letter summarizing your qualifications for the position** to highered@unitela.com using the email subject line "K-16 Collaborative Coordinator." Applications will be reviewed on a rolling basis with priority by December 1, 2022.

UNITE-LA is proud to be an Equal Opportunity Employer committed to developing and sustaining a diverse workforce, because we believe that it makes our organization stronger. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.