



Associate Director, Workforce Development Programs *Job Description*

Position

The **Associate Director, Workforce Development Programs** functions within UNITE-LA's Programs team and reports to the Senior Vice President, Programs and Talent Development. The position will be responsible for the management of the following key areas of work:

Program Alignment & Management: This position will (a) oversee the strategic alignment of college and career readiness programming, (e.g., Cash for College) and workforce development programs (e.g., Career Pathways Programs); and (b) directly manage the continued growth of workforce development programs focused on cultivating a local talent pipeline inclusive of the region's diverse and underrepresented populations. This work will be led with an emphasis on building alliances with postsecondary institutions, including the region's 19 community colleges to connect graduating students with jobs and living wage careers in high-growth, high demand industries (e.g., healthcare and technology).

Project Management: This position will work collaboratively with and help provide leadership to the Programs team to provide project management for ALL programming, including the development of a comprehensive and integrated work plan to support the implementation of programming and the comprehensive tracking of Angelenos served.

Development Management & Funder Cultivation: This position will (a) expand funder relationships and support the cultivation of key funders, (b) manage and track the progress of existing grants and deliverables, and (c) support the programmatic-related narrative development for grant applications and reports.

The ideal candidate enjoys working collaboratively and extensively with a diverse group of stakeholders and is effective at outreach and relationship-building within the community, highly organized, deadline-driven, solution-oriented, flexible and demonstrates a strong commitment to education and economic equity.

About Us

Over the past 25 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.

Duties of Position

- Facilitate the collaborative development and implementation of a comprehensive plan to execute UNITE-LA's full body of programming
- Serve as the day-to-day project manager to engage UNITE-LA's key stakeholders, including community colleges, employers and students, in aligning efforts with high-growth, high demand



sectors

- Work with team members to lead the development and execution of strategies to manage and cultivate partnerships with L.A.'s 19 community college campuses and related educational alliances to identify and build a diverse talent pipeline to meet regional workforce needs
- Work with team members to co-develop work-based learning plans and programming aligned with project objectives and outcomes, i.e. career readiness, career preparation, training and job placements
- Engage team members in collaborative projects with community college campus leadership (staff/faculty) to develop and design programming leading to job placements for eligible, graduating students
- Develop outreach and communications strategies, and execute targeted activities and events to support college and career readiness programs and partnerships
- Manage effective data tracking and reporting processes, including development of new tools and reporting systems as needed to support the evaluation of workforce projects and programs
- Support the cultivation, development, management and reporting of related workforce grants
- Support UNITE-LA's signature programs, events and projects, which occasionally require evening or weekend hours
- Perform other duties as assigned

Skills & Qualifications

- Demonstrated knowledge and experience working with diverse stakeholders in positive relationships to support students' professional development and successful job placements
- Proven track record working within the K-16 system, particularly higher education leaders and partners
- Bachelor's degree with at least 6 years relevant work experience -or- Master's degree with at least 4 years relevant work experience – or – at least 10 years of highly relevant experience, with proven results
- Relevant successful fundraising/development and project management work experience, preferably in the Los Angeles region, with emphasis on program development, event management, partnership/relationship-building and communications
- Highly motivated and organized with strong attention to detail
- Ability to make solution-oriented, collaborative, and innovative approaches to work
- Ability to prioritize work across multiple projects while maintaining quality of work
- Excellent interpersonal skills, including written and verbal communications skills
- Ability to work well and on-task independently and function seamlessly as a part of a team with high sense of personal accountability
- Ability to manage and track program budgets
- Ability to support and manage workforce development proposals and reports
- Proficiency with Microsoft Office Suite, project management tools and proficiency with digital platforms

Compensation

This is a full-time exempt position with a starting annual salary range of \$75,000-\$90,000, 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 should 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 EWDjobs@unitela.com using the email subject line "Associate Director, Workforce Development Programs." Applications will be reviewed on a rolling basis with priority by January 6, 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.