



CAREER LADDERS PROJECT

An Invitation to Apply for the Position of

Director of Special Projects– Career Ladders Project

Foundation for California Community Colleges

An Equal Opportunity Employer

The Director of Special Projects is a full-time, exempt position, and will report to the Executive Director of the Career Ladders Project (CLP). The CLP office is located at 678 13th Street, Suite 200, Oakland, CA 94612. Established by the Board of Governors of the California Community Colleges, CLP operates under the Foundation for California Community Colleges (FCCC), the non-profit auxiliary for the California Community Colleges.

The Career Ladders Project (CLP) works to strengthen the role of community colleges in providing educational and career advancement opportunities for Californians. Through research, policy initiatives and strategic assistance to colleges and their workforce development partners, CLP fosters career ladders in California.

CLP provides direct support to a range of community college-centered programs including the newly launched Career Advancement Academy and Linking Afterschool to Career Pathways system initiatives, the Gateway Project and other career ladder programs. More information is available at www.careerladdersproject.org

CLP is seeking a Director of Special Projects to manage, implement and coordinate special projects, new initiatives and field building activities. The Director will manage assigned CLP projects within an overall set of CLP initiatives and in concert with the CLP team. The Director will work with the Executive Director and CLP team in identifying effective practices as well as systems or policy changes to support community colleges work to improve student success in college and career. The Director will also work with colleges and their workforce partners in development, implementation and improvement of career pathway programs. The position requires frequent travel within California.

Essential Job Results and Duties/Responsibilities

1. Administer multiple grant funded programs and initiatives.
2. Supervise CLP program staff.
3. Work with the Director of Technical Assistance to coordinate technical assistance efforts across initiatives, identify and deploy peer experts and consultants, and provide direct technical assistance to project sites as needed.
4. Develop and coordinate implementation of work plans to accomplish program goals.
5. Coordinate documentation of successful practices and program challenges in concert with other members of the CLP team.
6. Design and implement high quality professional development approaches, events and cross-site convenings, conferences, and presentations.
7. Oversee development and/or adaptation of materials, tools, templates, briefs, and other resources for use by faculty, staff and administrators at program sites.
8. Write project reports and proposals.
9. Assist with resource development for local sites and for CLP.
10. Research, document and share effective practices related to key program areas including: curriculum; instruction; learning communities; integrated support services and instruction; contextual or applied approaches to teaching and learning; K16 transitions and articulation; multiple pathways and dual or concurrent enrollment programs; career ladders and pathways approaches in target sectors; interagency collaboration and partnership development.

11. Assist sites in implementing effective strategies for promoting post-secondary success for targeted populations such as low-income or low-wage workers; former foster youth; disconnected, underprepared and underemployed youth and adults; court involved or formerly incarcerated youth and adults; displaced workers or older workers seeking retraining.
12. Seek or develop new program or project initiatives that advance CLPs work.

Education and Experience

Any combination of the listed experience and education are indicative of preparation likely to impart the knowledge, skills, and abilities related to the essential job results.

- Bachelor's degree (B.A. or B.S.) required; Master's degree (M.A. or M.S.) strongly preferred (see below).
- Demonstrated knowledge of and experience with community colleges.
- Experience with any of the following: career technical education; workforce development; bridge programs; learning communities; contextualized instruction; support programs integrated with instruction; ESL/basic skills; post-secondary support programs for special populations; K16 transitions and articulation; multiple pathways and dual or concurrent enrollment programs; cross-agency and education-workforce partnerships; and/or career pathways programs at a community college or similar institution.
- Progressively responsible experience with project management, grants administration, and/or other administrative duties.
- Experience in providing leadership/supervision for employees and/or a team.
- Excellent organizational skills.
- Excellent written, verbal and public presentation skills.
- Excellent meeting facilitation skills.
- Strong interpersonal skills including an ability to cultivate relationships across community colleges, government agencies, and community organizations.
- Demonstrated respect for and sensitivity in working with and serving a diverse population including ethnic, racial, gender, religious, language, and background diversity.
- Passion for student educational achievement and career advancement.
- General computer literacy and familiarity with common office and presentation software programs.

One or more of the following qualifications are highly desirable:

- Master's degree (M.A. or M.S.) strongly preferred.
- Experience as a faculty member, staff member or administrator in a community college.
- Familiarity with secondary and/or adult education systems.
- Experience with developing and providing professional development programs and/or technical assistance;
- Familiarity with policy areas related to higher education and/or workforce development—especially with respect to career technical education, basic skills instruction, programming for disconnected youth and for low wage workers, multiple pathways, intensive and integrated support services or career pathway development—with an ability and desire to develop new policy expertise.
- Particular expertise in career ladder programs in any of the targeted sectors (such as health care; education; construction/building trades; manufacturing; logistics and transportation; or the green economy).
- State level leadership experience, via state committee work, task forces or other related venues.

Compensation

The salary is competitive and commensurate with experience and qualifications. The excellent benefits package currently includes paid holiday, sick, and vacation leave; medical, dental, and vision insurance; and a generous defined benefit retirement plan (Public Employee Retirement System – PERS).

Application Procedure - OPEN UNTIL FILLED

Interested and qualified applicants are asked to submit (a) letter of interest, and (b) resume, and salary history. Letters of recommendation are welcome but not initially required. Any additional materials that are submitted by applicants may be considered at any appropriate step in the selection process. Applicants without cover letter, resume, and salary history will not be considered. References, including background checks, will be required of all finalists. Successful applicant will begin work as soon as possible after selection.

Submit application materials by email ONLY to: jobs@foundationccc.org

- Attach the letter of interest and resume, including salary history as Word documents.
- Subject line: Director of Special Projects – Career Ladders Project

The Foundation for California Community Colleges

The Foundation for California Community Colleges (FCCC) assists community colleges (and other partner schools) to operate more effectively and efficiently through donations, grants, programs, and services that drive excellence while saving millions of dollars each year. FCCC is the sole official auxiliary for the California Community Colleges' Board of Governors, Chancellor, and System Office. FCCC is a non-profit corporation, tax-exempt under IRS section 501(c)(3). FCCC receives no direct State or public support. The FCCC web site is at www.foundationccc.org. The web site for the Chancellor's Office CCC is at www.cccco.edu.