



## CAREER LADDERS PROJECT

*An Invitation to Apply for the Position of*

# Senior Program Associate – Career Ladders Project

## Foundation for California Community Colleges

*An Equal Opportunity Employer*

The Senior Program Associate is a full-time, exempt position, and will report to the Director of Technical Assistance of the Career Ladders Project (CLP). The CLP office is located at 678 13<sup>th</sup> 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, 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, the Career Ladders Project fosters career ladders in California.

CLP provides technical assistance to a range of community college-centered programs including the newly launched Career Advancement Academies, the Gateway Initiative and other career ladder programs. More information is available at [www.careerladdersproject.org](http://www.careerladdersproject.org)

CLP is seeking a Senior Program Associate to work with the CLP team, colleges and their workforce partners in developing and implementing high quality, career pathway programs. The position requires frequent travel within California.

### **Essential Job Results and Duties/Responsibilities**

1. Provide technical assistance to project sites.
2. Develop field notes and observations, analyze site progress and make recommendations to the Director of Technical Assistance for follow-up and/or program improvement.
3. Document successful practices and identify program challenges.
4. Help design and conduct high quality professional development approaches, events and cross-site convenings, conferences, and presentations.
5. Help organize, adapt or develop materials, tools, briefs, and other resources for use by specified program sites.
6. Write reports and articles regarding project work.  
Assist with resource development for CLP and the sites.
7. Research 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; career ladders and pathways approaches in target sectors; interagency collaboration and partnership development.
8. 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.

### **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.)
- Experience in any of the following: career technical education; workforce development; bridge programs; learning communities; contextualized instruction; ESL or basic skills instruction; support programs integrated with instruction; K16 transitions and articulation; OR career pathways programs at a community college or similar institution/organization.
- Excellent written, verbal and public presentation skills.
- Strong interpersonal skills including an ability to cultivate relationships across community colleges, government agencies, and community organizations.
- Meeting facilitation skills and experience.
- Demonstrated respect for and sensitivity to working with and serving a diverse population including ethnic, racial, 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.) preferred.
- Experience as a faculty, administrator or staff member in a California community college.
- Familiarity with effective practices and policies related to post-secondary career technical education and/or workforce development, career pathway development and/or basic skills and ESL instruction—with an ability and desire to develop new expertise.
- Particular expertise in career ladder programs in targeted sectors (such as health care, education, skilled trades, manufacturing, transportation).
- Particular experience working with 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.
- State level 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) résumé, 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](mailto:jobs@foundationccc.org)

- Attach the letter of interest and résumé, including salary history as Word documents.
- Subject line: Senior Program Associate – 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](http://www.foundationccc.org). The web site for the Chancellor's Office CCC is at [www.cccco.edu](http://www.cccco.edu).