



Operations Specialist– Career Ladders Project

Foundation for California Community Colleges

An Equal Opportunity Employer

The Career Ladders Project (CLP) is seeking an Operations Specialist to join a dynamic team of professionals to advance the organization's programmatic and operational goals across the state of California. This job is for you if you have strong expertise in contract and grant administration and want to work with a friendly and highly skilled team of professionals dedicated to expanding educational and career opportunities for all Californians. This full time, non-exempt position will report to the Director of Operations and will be based in Oakland, CA.

Through research, policy initiatives and strategic assistance to colleges and their educational, community, and workforce development partners, CLP works to strengthen the role of community colleges in fostering educational and career advancement for Californians. Established by the Board of Governors of the California Community Colleges, CLP works with state leadership and policymakers to promote expansion and replication of successful projects and to identify and implement systemic policy changes that can better support effective practices toward student achievement.

The Career Ladders Project office is located at 678 13th Street, Suite 200, Oakland, CA 94612. CLP operates under the fiscal sponsorship of the Foundation for California Community Colleges, the non-profit auxiliary for the California Community Colleges. To learn more, go to www.careerladdersproject.org.

Purpose

The Operations Specialist, under general direction, provides analytical management assistance by planning, coordinating, and managing processes for CLP's core business activities. These activities include coordinating and tracking grant pre- and post-award requirements; contract budget development, processing, and reporting; and coordinating CLP's processes for contracting with consultants and hiring new staff members. Assignments are varied and may involve budgeting, planning, policy interpretation, procedure development, training, problem resolution, and process improvement. This work is made more complex because CLP partners with a wide range of entities throughout the state, each with unique requirements. Partners include multiple California Community College districts, K-12 school districts, state agencies, employers and private foundations.

Essential Job Results and Duties/Responsibilities

Contract and Grant Budget Development & Reporting

- Manage the private grant proposal process. Review grant guidelines for funder requirements, deadlines, reporting requirements, and other relevant funder requirements. Communicate funder requirements to CLP staff. Coordinate the grant writing process, ensuring that staff assigned to proposal development meet their deadlines. Assist the Director of Operations in developing grant budgets.

- Manage the contract process. Review contracting guidelines for deadlines, reporting and invoicing requirements. Assist the Director of Operations in developing contract budgets. Serve as liaison to shepherd the contract through the approval process.

Contract and Grant Administration

- Manage the contract and grant calendar, deliverables, invoicing and reporting deadlines. Ensure that CLP staff are informed of their responsibilities and upcoming due dates.
- Project manage contract and grant data reporting. Compile activity and outcome data from CLP directors and project leads. Draft contract activity summaries.
- Process payables, including vendor and independent contractor invoices. Resolve payment issues and ensure that bills are processed in an accurate and timely manner.
- Using various sources, including financial reports, personnel activity reports, and expense reports, prepare contract invoices and financial reports to the specifications required by the funder or contracting agency.

Consultant Contracting and Staff Hiring Processes

- Manage the processing of Professional Services Agreements (PSA) and renewals for a large number of independent contractors and consultants. Track PSA renewal dates and insurance requirements. Prepare and communicate CLP policies and procedures regarding expense reimbursement and invoicing.
- Coordinate the recruitment and hiring process for CLP staff. This includes ensuring that hiring teams are well prepared to interview candidates and that all the steps in the hiring process are followed. Provide CLP onboarding information.

Process Improvement

- Create and/or recommend tools and procedures to support the easy flow of information, data, and communication among CLP staff and appropriate external parties to speed processing times, reduce effort, and increase intelligence regarding CLP's activities, finances, and use of human resources. Tools may include forms, reports, business rules or procedures, and/or technology. Support the CLP staff adoption of the tools and processes through training and other assistance.

Other Duties as Assigned

- Assist with the general administration of CLP and support the Executive Director. This may include assisting with special events; scheduling and preparing for meetings; or developing ad hoc reports and information materials.

Education, Skills and Experience

The following qualifications are required:

- Relevant Bachelor's degree from an accredited four-year college or university
- At least three years of progressively responsible experience in higher education or non-profit financial or contract/grant management
- Excellent interpersonal skills
- A service-oriented approach to work and colleagues
- Demonstrated expertise in financial management tools, including financial reporting methods
- Demonstrated project management and time management skills
- Successful track record in setting priorities, keen analytic, organization, and problem solving skills which support and enable sound decision making
- Demonstrated attention to detail and accuracy
- Demonstrated ability to clearly communicate finance information to non-finance personnel
- Professionalism, patience, and perseverance in resolving administrative issues
- Ability to interpret policy and communicate key requirements to others

- Facility with technology; ability and interest in deepening analytic skills, learning new skills, and staying abreast with the incumbent's field of expertise
- A multi-tasker with the ability to prioritize in a fast-paced environment
- Ability to maintain confidentiality
- Demonstrated respect for and sensitivity in working with and serving a diverse population
- Microsoft Office suite, especially Excel and MS Word. Experience using other common office systems.

The following qualifications are highly desirable:

- Experience using any of these types of systems: Project Management System , Applicant Tracking System, Customer Relations Management System, data analysis software or systems
- Experience hiring and onboarding staff.

Physical Requirements

- Ability to work at a computer workstation for periods up to 4 hours at a time.
- Ability to speak on the telephone for a total of up to 3 hours per day.
- Ability to sit for up to 3 hours without breaks at meetings.
- Ability to walk and stand for up to 4 hours without breaks at program site visits and meetings.
- Ability to lift and move a minimum of 40 pounds

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 Deadline

The application process will be open until the position is filled.

Application Procedure

Interested and qualified applicants are asked to submit (a) letter of interest, and (b) résumé including salary history.

Submit materials as Word or PDF document by email to 694B5DCA4D@jobs.workablemail.com

Please include in the subject line: Operations Specialist, Career Ladders Project.