



## Senior Program Associate – Career Ladders Project

### Foundation for California Community Colleges

*An Equal Opportunity Employer*

**Category:** Full-time, Exempt (Salary)  
**Supervisor:** Senior Director, Policy and Practice  
**Date Created:** July 15, 2015

The Career Ladders Project (CLP) is seeking a Senior Program Associate to join a dynamic team of professionals to advance the organization's programmatic and operational goals in the Los Angeles Region. This position is a full time, exempt position. This position will report to a CLP Senior Director.

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 CCC, CLP provides direct assistance to community colleges and 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.

#### **Job Purpose:**

Working remotely in the greater Los Angeles region, the Senior Program Associate will support CLP projects and activities in that area, while coordinating with the CLP main office in Oakland. The CLP main office is located at 678 13<sup>th</sup> 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.

The overall goal of CLP's work in the greater Los Angeles region is to develop the capacity of education and workforce partners to implement and drive positive change within education and workforce systems in the region. The Senior Program Associate will play a key role on several cross-functional CLP teams of staff and consultants working on projects based in the Los Angeles area.

The primary responsibility of the Senior Program Associate will be to manage and implement technical assistance plans for various projects in coordination with CLP leadership and project teams. In many cases, this work will be conducted in support of large consortia of education and workforce partner organizations. The Senior Program Associate will:

### **Essential Job Duties/Responsibilities:**

- Work with the extended CLP team to deliver high quality services and leadership to initiatives and partnerships.
- Work closely with and keep CLP senior leadership apprised of activities, issues and opportunities that arise in the field.
- Facilitate meetings of broad sets of stakeholders to encourage engagement and investment to further the education and workforce development agenda in the LA Region.
- Develop professional communities of practice which bring together high school teachers and staff, community college faculty and staff, and industry professionals to share knowledge of current systems and improve service to pathway students and employers.
- Design and deliver presentations to a wide range of audiences and stakeholders.
- Act as a liaison to partner organizations, consortia leadership, committees and/or content-specific workgroups for CLP projects and initiatives.
- Coordinate with leadership teams from partner organizations to support and develop capacity of practitioners and identify technical assistance needs.
- Develop assessments, action plans and other needed tools to ensure deliverables are met.
- Write reports and other documentation including meeting records, case studies, and assessments.
- Lead or participate on teams designing webinars and technical assistance workshops and tools for a range of audiences.
- Manage complex projects to deliver on time and on budget; act as accountability partner and coach, holding self and others responsible for high quality deliverables.
- Coordinate the team's efforts to develop specifications for creation of an online platform for data gathering, tracking, and information-sharing among a number of partner organizations.
- Keep abreast of relevant research related to effective practices and reforms in high school-to-college transition, post-secondary education and workforce development.

### **Education, Skills and Experience**

The following qualifications are required:

- Bachelor's degree from an accredited four-year college or university.
- A minimum of two years of teaching or administration experience in education sector, community college program or non-profit educational institution setting.
- Successful experience in managing and leading complex and diverse projects.
- Ability to solve practical problems and work independently, exercising good judgment.
- Strong interpersonal and communication (verbal and written) skills.
- Strong presentation and facilitation skills.
- Experience with Microsoft Office programs including Outlook, Word, Excel, and PowerPoint.
- Demonstrated respect for and ability to work with diverse populations.
- Passion for student educational achievement and career advancement.
- Demonstrated experience handling multiple projects and prioritizing successfully.
- Ability to maintain confidential nature of data and information.

- Ability to work collaboratively in a collegial environment.
- Ability to work under pressure to meet scheduled deadlines.

The following qualifications are highly desirable:

- Master's degree.
- Familiarity with postsecondary pathways (9-16) and interventions that support student success including improved transition from high school to college, course-sequencing, program and pathway design, industry-aligned competencies and credentials, and acceleration in developmental education.
- Knowledge and substantial experience working with education and workforce development partners in the greater Los Angeles region.
- Knowledge of quantitative methods, statistical analysis, and qualitative tools and strategies.

### **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 at meetings.
- Ability to walk and stand for up to 4 hours without breaks at program site visits and meetings
- Possess a valid California driver's license, ability to operate personal vehicle for business and willingness to drive to meetings in the LA region.

### **Working Conditions and Travel**

Moderate overnight travel by land or air, including expected travel to CLP main office in Oakland.

### **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**

Open until filled. Initial screening of applications will begin August 5, 2015.

### **Application Procedure**

Interested and qualified applicants are asked to submit a letter of interest and resume including salary history. Please submit materials as Word or PDF document by email to [jobs@careerladdersproject.org](mailto:jobs@careerladdersproject.org). Please include in the subject line: **Senior Program Associate, Career Ladders Project**.