



JOB ANNOUNCEMENT

WORKFORCE DEVELOPMENT ASSISTANT

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships necessary to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the Director of Education and Career Development and the Workforce Development Coordinator, the Workforce Development Assistant will support students in Bresee's internship programs and will oversee the implementation of Bresee's pilot program for refugee youth, creating pathways for future success.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Conduct check-ins with youth and maintain close and clear communication with supervisors regarding students' progress, needs, or behavior issues, working as part of the team to identify students who are struggling and to raise student performance.
- Monitor student attendance and maintain accurate records in Bresee's client database and provide documentation and/or prepare program reports as required.
- Support workforce events and general programming.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner, or community meetings as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree
- or trade school working towards a certification.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint;
- Google applications and email applications; and database systems.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural
- issues, and be comfortable working in a multicultural, urban environment.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.

- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's Vision, Mission, and Values Statement.

FLSA STATUS: Regular, Non-exempt, Part-time. 20hrs/week.

COMPENSATION: \$19/hr

WORKING LOCATION: Location is based on a percentage of where work time is spent. In-office 95%, Out of office 5%. Indoors 95% Outdoors 5%. Hybrid, includes in person and the option of remote work when available.

BENEFITS: Bresee provides generous PTO days that include paid sick time, paid vacation, paid holidays, one-week Christmas holidays, paid birthday holidays, and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Workforce Development Assistant.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.