



JOB ANNOUNCEMENT

WORKFORCE DEVELOPMENT COORDINATOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships 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 Education & Career Development Director, the Workforce Development Coordinator oversees Bresee's career development program for low-income teens and facilitating placements in summer externship opportunities. The Workforce Development Coordinator maintains a partnership with The Clubhouse Network and Best Buy's Teen Tech Center through the Career Pathways internship program. This position develops relationships with outside businesses and nonprofit organizations to create hands-on early workforce development opportunities for low-income teens, creating pathways to future success.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Career Pathways Program (CPP)

Program Design & Implementation

- Each year design and implement CPP program experience in conjunction with STEAM-based national partnership organizations through Best Buy
- Collect relevant data on intern attendance and performance and maintain data entry into platform TraxSolutions
- Oversee year-long facilitation with a cohort of students, ensuring participation in CPP program requirements of learning both hard and soft skills in preparation for job placement
- Develop and implement training curriculum for soft skills programming during the Spring semester
- Design and facilitate pre-internship project experience
- Prepare youth for summer externship experience with outside businesses and organizations

Tracking & Reporting

- Support the Education & Career Development Director with ECD member applications and Best Buy data reporting

- Keep detailed record of student outcomes and progress to remain compliant with end of year reports
- Conduct various surveys with students and partners assessing for career interests, outcomes, and program satisfaction
- Oversee and update annual program budget
- Keep detailed record of stipend allocations during summer externship experience, based on work and performance completion

Externship & Community Building

- Develop relationships with employers in the STEAM field in order to identify high-quality internship placements for the youth
- Ensure student preparation and readiness to participate in summer externship
- Provide ongoing coaching and mentorship for interns and employers throughout summer internships, and troubleshoot any challenges
- Attend The Clubhouse Network's (TCN) Annual Conference and Immersion Week.
- Attend annual Best Buy Connection Summit
- Attend and participate in all of Best Buy's Community of Practice (COP) meetings and calls as needed, and maintain correspondence with Best Buy's community via email

Recruitment & Community Building

- Outreach at local high schools and community events to recruit students for program each year
- Build connections with teachers and counselors to identify champions who can support recruitment efforts for CPP
- Oversee student application process and review for new cohort each year
- Develop relationships with employers and volunteer professionals, facilitators, and speakers to participate in program events, and establish pathways for internships

Events

- Plan, facilitate, and lead major program events, such as career fair, mock interviews and professional mixer, parent orientation, program culmination, training, and others
- Coordinate logistics around food, decorations, invitations, and more
- Recruit volunteer or staffing support as needed
- Collaborate on other ECD events with College Corner and Teen Tech Center programs

Other Duties

- Participate in team, organization, occasional board and other collaborative partner/community meetings and events as requested
- Work with Senior Family Advocate from Family Source Center (FSC) to ensure proper paperwork and data collection is completed. Communicate when additional support is needed for youth and family
- Encourage interns to participate and enroll in other programs offered at Bresee

- Provide leadership, vision, oversight and accountability for programs by setting clear goals and priorities, developing structure and systems to ensure efficiency and quality of service delivery, and developing a culture of learning and continuous program improvement

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold a Bachelor's Degree from an accredited college or university
- Must have demonstrated experience working with urban youth and families, sensitivity to multicultural issues, and comfort working in multicultural, urban environments
- Bilingual English and Spanish or Tagalog speakers preferred
- Must be highly organized, with special attention to detail and accuracy
- Must demonstrate computer competency with Google Suite (e.g. Google Docs, Google Sheets, Google Forms, Google Calendar, etc.) and video conference platforms, scheduling platforms, database platforms and email applications
- Must have strong verbal and written communication skills in English
- Must have outstanding teamwork, interpersonal relationships, 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
- Must manage sensitive, personal information with the utmost discretion and confidentiality
- Must support Bresee's procedures and policies
- Must submit to and successfully pass a criminal history background check
- Must understand and support Foundation's *Vision, Mission, and Values Statements*

FLSA STATUS: Non-Exempt. Regular. Full-time. Occasional weekend and evening hours will be necessary. One work-from-home day a week.

COMPENSATION: \$53,000-\$58,000/annually

BENEFITS: Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We offer health insurance, dental insurance, a voluntary vision plan, employer-sponsored life insurance, an Employee Assistance Program, and a Travel Assistance Program. We also offer generous PTO days, including paid holidays, vacation, sick leave, a paid birthday holiday, a potential 401(k) match, and more.

TO APPLY: Submit a resume, cover letter, and writing sample to jobs@bresee.org with the Subject Line: Workforce Development Coordinator. *Deadline to apply is November 5th.*

DACA, women, BIPOC, and 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.