

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.
A Private Nonprofit Corporation & An Equal Opportunity Employer

Special Projects Development Coordinator Job Announcement

Summary

Come join the South Bay Workforce Investment Board's (SBWIB) Special Projects team and be a part of an exciting department where you will be helping thousands of people across California and the nation to realize their career goals. Our programs impact all populations, and you will be working with industries that are launching groundbreaking innovations in such sectors as advanced manufacturing; aerospace; bioscience; energy; climate & environment; healthcare; arts, media & entertainment, and information technology. If you are an energetic, enthusiastic person with an upbeat personality and a desire for helping others and making a difference, this job is for you!

Salary & Benefits

This is a full-time position (40 hours/week) with an hourly range of **\$25.83 to \$30.00**. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which includes 75% employer covered medical cost, sick and vacation time, holidays, and a **competitive 401k plan**. All full-time employees are invited to participate in the company's health benefits package after completing 60 days of employment. The employment probationary period is 6 months. Some of the beneficial perks offered at SBWIB Inc. are '**student loan forgiveness**' (**PSLF**) as we are a participating 501(C)(3) non-profit. Our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance outside of the norm to travel to.

Minimum Qualifications

- Bachelor's Degree or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties above.
- At least three to five years of professional experience.
- Superb written and verbal communication skills and presentation skills.
- Passionate about workforce development and working with diverse populations.
- Excellent organizational skills, including the ability to manage multiple tasks and projects in a timely manner.
- Experience with Microsoft Office software, including Outlook, Word, PowerPoint, and Excel.
- Capable of functioning effectively in a professional work setting with various levels of staff and building strong relationships both internally and externally; and
- Able to work independently and collaboratively with others; and
- Flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

Preferred Qualifications

- Experience building strong business relationships and working with diverse populations.
- Experience with grant writing; and
- Experience with workforce development and/or apprenticeship.

Essential Duties and Responsibilities

Under the direction of the Special Projects Development (SPD) Manager or other assigned manager, the Special Projects Development Coordinator will be responsible in part for acting as an account manager to employers around California and the nation, overseeing and implementing various workforce projects to support employers and job seekers. Duties include, but are not limited to, the following:

- Build and maintain relationships with employers in a variety of industry sectors, identify their needs, and coordinate participation in the appropriate SBWIB programs.
- Manage successful delivery of project milestones, particularly those related to employer and business engagement.
- Participate and/or conduct regular meetings with team members, Boards, school districts, affiliates and/or committees to provide updates as necessary.
- Make public presentations as needed and communicate to the public about available programs offered by the SBWIB.

- Assist team in compiling and creating reports and/or newsletters.
- Assist team with fund development and grant writing.
- Assist team with apprenticeship development and management, and the development of other career pathway programs.
- Assist team with management of other programs as needed such as Employment Training Panel (ETP) funding.
- Assist with project specific orientations, enrollments, case management, job placement and data entry as needed; and
- Perform other Special Projects and assignments as needed.

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g., mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. **Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.**

How to Apply

Send a cover letter and résumé to apply @ sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply @ sbwib.org.