



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

*An Equal Opportunity Employer*

## **Special Projects Development Coordinator**

### ***Reentry Services***

#### **Job Announcement**

#### **Summary**

The South Bay Workforce Investment Board (SBWIB) is seeking an out of the box thinker with innovative entrepreneurial spirit to function as the Special Projects Development Coordinator (SPDC). Responsibilities will include working closely with our Special Projects Development Manager to prepare comprehensive action plans, including resources, timeframes and budgets for projects with a particular focus on reentry programs. You will perform various coordinating tasks along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills as you may often collaborate with clients and internal teams to deliver results on deadlines.

#### **Compensation**

This is a full-time position (40 hours week), expected to last a minimum eighteen months (or more dependent upon funding), with a starting wage of \$32.97. 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 include a 65% health cost reimbursement (for employee only), 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 the 90-day employment introductory period (60 days for benefits).

#### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree in Liberal Arts, Public Relations, Communications, Journalism, Public Administration or another related field; at least three to five years of professional experience working with reentry populations in the workforce field or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties (education may be substituted by experience on a year-for-year basis). A demonstrated ability to communicate effectively is essential.

#### **Skills**

- Must be enthusiastic, creative and capable of functioning effectively in a professional work setting with various levels of staff and be able to work independently or in group settings;
- Ability to think strategically and execute new ideas in fast-paced environment;
- Superb communication skills, both verbal and written;
- Must have excellent organizational skills, including the ability to manage multiple tasks and projects in a timely manner;
- Must be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Must possess the ability to excel at details, multi-task and work under pressure;
- Ability to research, analyze, monitor and interpret legislation, regulatory, program and other information relating to the labor market, including state, federal and local program plans desired;
- Knowledge and ability to assist with grant writing preferred;
- Strong experience of sector development and supporting businesses;
- Continuous and demonstrated ability to work effectively alone or collaboratively with staff, board and partners.

**Essential Duties and Responsibilities:** Under the direction of the Special Projects Development Manager or designee, the SPDC will be responsible for overseeing the *Prison-to-Employment Project* and other reentry programs as well as organizing the various tasks involved in completing the project. Those duties include, but are not limited to, the following:

- With the support of the Management staff, the SPDC will be responsible for assisting and possibly managing external relationships and successful delivery of milestones in relation to key partnerships and special projects, particular those related to reentry services including the Prison to Employment Program;
- Communicate and coordinate all program activities with members of the LA Regional Planning Unit (LARPU)
- Coordinate on program design and development in relation to the project;
- Create and deliver project presentations to various stakeholders;
- Review assigned project tasks on an ongoing basis and undertake research and analysis of new tasks and initiatives as needed;
- Analyze and review project status to ensure that the project stays on track and reaches its desired goal;
- Research, track and collect data necessary to compile and create reports and/or newsletters;
- Submit monthly, quarterly or annual reports to upper management on the progress of project;
- Monitor budgets in relation to project to ensure appropriate spending;
- Coordinate and manage project events and fairs;
- Participate and/or conduct regular meetings with the LARPU, community stakeholders and other relevant organizations;
- Assist with project specific orientations, enrollments, case management, and data entry as needed
- Other Special Projects and assignments as needed.

### **Working Conditions**

Performing duties of this position may require spending the majority of the day walking, standing, sitting at a desk and some lifting and bending for filing purposes. Must have good time management skills, be able to work well under stress and meet deadlines. Reliable transportation, a valid driver's license and proof of insurance is a must. Must also be able to travel to other office 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.

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto: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](mailto:apply@sbwib.org).*