



Job Description
Program Coordinator, Talent Development
Center for Education Excellence and Talent Development

UNITE-LA is a non-profit organization whose mission is to advance and support an effective public education system in Los Angeles. An affiliate of the Los Angeles Area Chamber of Commerce, UNITE-LA also serves as the Center for Education Excellence and Talent Development within the Chamber. The L.A. Area Chamber represents more than 1,650 member businesses throughout Southern California. By being the voice of business, helping its members grow, and promoting collaboration, the L.A. Area Chamber assures prosperity for the Los Angeles region.

Position Description

Located in the Center for Education Excellence and Talent Development of the Los Angeles Area Chamber of Commerce and reporting to the Director of Talent Development, this position will support systems change efforts to improve talent and workforce development outcomes in the L.A. region. UNITE-LA works to ensure that employers in the region have access to the talent they need and that students and workers have access to employment and career pathways to participate in the region's economic prosperity. This position will advance systems change efforts to support UNITE-LA's talent development goals by supporting engagement of employers, education & training partners (K-12, adult education, community college, four-year institutions, and community-based organizations), and relevant public agencies. The Program Coordinator will be part of a small but dynamic internal team responsible for driving Talent Development initiatives forward, in particular by supporting day-to-day partner engagement, meeting coordination, communications, data/documentation, and administrative functions.

This is a full-time, non-exempt position with full benefits. Benefits include: Vacation Time; Sick Time; Medical/Dental/Vision Insurance; Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance, 401(k) and commuter/transportation benefits (Metro TAP and Metro-Link Corporate Program). The position requires extensive work with external partners and requires some travel.

Job Responsibilities

- Support engagement of business, education, non-profit, government, and philanthropic partners in the Center's Talent Development portfolio of work
- Coordinate meetings, programs, and events through scheduling, organizing, and execution
- Support outreach and communications to partner via email, phone, leveraging our web and social media platforms, and developing collateral materials such as summary documents, brochures, FAQs and other items
- Help document the Center's Talent Development work and progress through notetaking, helping to draft and edit summaries and reports, taking photos, and maintaining databases and program records
- Provide project coordination, administrative and other support on special projects and events
- Support projects through research activities such as compiling press clippings, summarizing reports, or collecting data from publicly available online resources
- Produce high caliber professional style memorandums and written correspondence
- Perform other duties as assigned by the Center's Director of Talent Development

Required qualifications:

- Bachelor's degree, preferably in education, social work, public policy or a related field of study (such as sociology or political science)
- Minimum two years of related work experience
- Commitment to the LA Chamber and UNITE-LA's mission and goals – particularly to foster collaboration and a sense of community across business, education, and government in order to serve populations that experience barriers to employment and careers

- Experience with planning meetings and events
- Experience working with diverse groups of partners and stakeholders at various levels
- Strong communication skills over email, phone, in-person including active listening and notetaking skills and presentation skills
- Proven ability to manage time effectively including handling multiple projects while maintaining quality of work
- Organized, detail-oriented, and reliable business professional
- Ability to be a team player across small and large teams
- Adaptability, patience, and ability to work collaboratively even in ambiguous circumstances
- Must be a self-starter with a proactive mentality – does not wait to get work done and comfortable carrying a project from start to finish
- Proficiency in Microsoft Office suite applications, Adobe PDF applications, Internet research, and online collaborative platforms such as Google Drive, DropBox, or Asana

Preferred qualifications:

- Experience working with education and community partners and stakeholders
- Experience with database applications
- Experience with research, data analysis, and written reports
- Knowledge and application of various social media platforms

Salary Range: \$16.00 to \$21.63 an hour, based on experience.

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Los Angeles Area Chamber of Commerce provides reasonable accommodation to enable individuals with disabilities to perform the essential functions. This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Requires reliable transportation to attend off-site meetings and events.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing, and standing for long periods of time and repetitive motions in computer use.
- Requires learning and adapting new software.

The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

To apply, please email your cover letter and resume to UniteLAjobs@lachamber.com and use the subject line "Center for Education Excellence – Talent Development Program Coordinator".