



BLU Educational Foundation

POSITION: Career Partnerships Coordinator

PROGRAM OVERVIEW

BLU Educational Foundation sees civic engagement and leadership as key to developing engaged and informed students, while also providing them with the guidance and support needed to pursue their college and career goals. BLU's signature program, the College Exodus Project (CEP), assists students in obtaining undergraduate or graduate degrees from accredited colleges and universities, with the intent that they contribute to the Inland Empire economy through entrepreneurship, employment, internships, and/or volunteer service.

POSITION SUMMARY

The Career Partnerships Coordinator will assist students in obtaining experiential opportunities and employment in business and industry. They will be responsible for developing relationships with employers, nonprofit leaders, senior executives, start-up owners, among others to successfully place participants into career opportunities. The Coordinator will provide ongoing retention services to support both the employer and the BLU student. This position requires someone that has experience in workforce development, community partnerships, case management and/or sales and marketing.

RESPONSIBILITIES

Program Management

- Coordinates with workforce development partners, business and industry, employer liaisons, and/or other partners to identify key industries with growth potential
- Market BLU's Purposeful Pathways Program and partnership opportunities to public and private business, government and non-profit industry, via promotional events, presentations, and involvement in business associations.
- Develop and implement BLU's Inland Empire Black College & Career Network (BCCAN)
- Develop reciprocally beneficial partnerships for youth jobs, internships and job shadowing opportunities
- Establish, develop and manage partner agreements
- Create, implement, and monitor the student recruitment, onboarding, and placement with identified business and industry partners
- Maintain and increase knowledge and expertise on Workforce Development policy and programs associated with the local and state WIOA (Workforce Investment Opportunity Act)
- Participate in professional development and train internal staff on WIOA requirements

Data and Reports

- Create and manage a database of all students, business partners and volunteers participating in the work experience program
- Develop, monitor and communicate program objectives, metrics, expectations, and milestones associated with partnerships to key stakeholders and staff on a monthly basis
- Stay abreast of emerging trends in business and industry

Other

- Serve as liaison on workforce, business and community collaboratives
- Assist with grant writing and fund development
- Other duties and responsibilities as assigned

QUALIFICATIONS

- MUST enjoy and be willing to effectively engage with the Black, Indigenous, Latinx and other underrepresented/underserved communities
- Must carry self in a professional and ethical manner
- Must be well groomed, inclusive of attire and personal hygiene



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QUALIFICATIONS (cont.)

- Dependability and punctuality are a must!
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint) & Google Suite programs, the Internet for research, and email functions for correspondence
- Ability to create and carry out presentations before groups
- Excellent written, analytical, oral and interpersonal communication skills
- Ability to communicate and work cooperatively with staff, community partners, K12 and higher education institutions, parents, and organizational allies.
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Ability to work collaboratively in a team
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to multitask and work independently in an effective manner under pressure

REQUIREMENTS

Education: Bachelor's Degree from a regionally accredited college or university

Experience: Must have demonstrated work experience, confidence and success in working with youth and young adults, families and communities of color.

AND

Three years of experience in fields related to student services, career services, business partnerships, community engagement or a related field.

AND

A minimum of one year of experience in staff supervision/management and leading employees to reach performance goals.

Candidates must pass a TB test, criminal background check, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

SALARY AND BENEFITS

This is a full-time position with an annual salary range of \$62,400-\$74,880 commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

WORK SCHEDULE

30-40 hours per week during the school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 8am-8pm. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

APPLICATION PROCESS: This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with Black, Indigenous, Latinx and underserved youth/communities; and 2) future career goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: info@BLUedfoundation.org
For information, please visit www.BLUedFoundation.org