POSITION: Career Partnerships Coordinator

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

RESPONSIBILITIES
Establishing Partnerships
- 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 reciprocally beneficial partnerships for youth jobs, internships and job shadowing opportunities
- Develop and manage partner agreements
- Create, implement and monitor the student recruitment, onboarding process and placement with 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)
- Stay abreast of emerging trends in business and industry
- Participate in professional development and train internal staff on WIOA requirements

Data/Reports
- Create and manage a database of all students, business partners and volunteers participating in the work experience program
- Develop, monitor and communicate metrics and milestones associated with partnerships and program objectives on a monthly basis
- Conduct annual program evaluation

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/African American community and other Communities of Color
- Must carry self in a professional and ethical manner
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality are a must!
- High level of proficiency in computer programs, software and social media (Microsoft Office programs, Graphics/Layout programs, proficient use of Internet for research)
- Excellent written, analytical, and oral communication skills
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- 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 carry out presentations before groups
- 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
(Master’s Degree Preferred)

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 $49,920-$62,400. Benefits are included.

WORK SCHEDULE
Must be available Monday-Friday from 8am-8pm. Flexibility with work schedule is a requirement. Regular schedule will include some evenings, weekends and travel.

APPLICATION PROCESS:
This position will be available August 1, 2022. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled.

How to Apply: Interested and QUALIFIED candidates should email the following:
1. Cover Letter - Include qualifications, experience and desire to work with Black/African Americans and communities of color; youth/young adults; and future career/educational goals.
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: info@bluedfoundation.org

For information, please visit www.bluedfoundation.org