



## **Manager, Workforce Development**

### ***Job Description***

#### **About UNITE-LA**

Over the past 20 years, UNITE-LA has established itself as a trusted education and business intermediary, dedicated to supporting the development of an effective local public education system, so that all children and youth succeed in college, career and beyond. Through the intersection of programming, policy, and systems change efforts, UNITE-LA works to increase access to high-quality early childhood education, develop career pathways in high-growth industries, improve college access and success, and ensure workforce readiness, especially for individuals with high barriers into the workforce. Committed to developing and sustaining a diverse workforce with a work environment that is welcoming, respectful, and inclusive for all, UNITE-LA is currently engaged in organization-wide efforts to fully integrate equity and anti-racism into our operations and work.

#### **Position Description**

Reporting to the Senior Director of Workforce Development, the Manager will support and advance UNITE-LA's systems change efforts to build a skilled workforce aligned to regional employer demand for talent and inclusive and representative of local, diverse communities. To advance our goals, UNITE-LA works closely with partners across business, education, government, community-based organizations, philanthropy, and other stakeholders who are committed to developing an inclusive and equitable economy through workforce development. The position will primarily support convening of our partners around systems change efforts as well as manage related special projects and policy advocacy efforts. As a member of the UNITE-LA Workforce Development department, the Manager may be called upon to connect with programmatic initiatives as relevant to shared goals.

#### **Responsibilities**

The Manager of Workforce Development will work closely with the Senior Director of Workforce Development, and often in collaboration with cross-functional staff teams, to support the Workforce Development Systems portfolio in the following ways:

- **Project Management:** Lead day-to-day management of systems change initiatives, including maintaining/developing project plans with timelines of deliverables and coordinating workflow and communications across internal staff teams and external partners to accomplish objectives.
- **Partner Convening and Engagement:** Plan meetings for existing collaboratives, such as the L.A. Workforce Systems Collaborative, and ad hoc convenings of stakeholders as needed by managing scheduling, helping develop agendas and materials, co-facilitating meetings, developing meeting summaries, and communicating with partners to support engagement.
- **Relationship and Stakeholder Management:** Develop and maintain strong relationships across partners and projects, including collaborating with UNITE-LA colleagues to steward institutional relationships, representing UNITE-LA at meetings as appropriate, and maintaining relevant records in our Customer Relationship Management (CRM) database.
- **Strategic and Analytical Thinking:** Provide and develop content expertise on relevant workforce issue areas (such as high-growth sector strategies, credential transparency, etc.) and contribute to continuous improvement of (or development of new) convening, communication, facilitation and other strategies to engage stakeholders and accomplish goals.
- **Research and Writing:** Conduct research on workforce issues, track relevant policies, and draft documents such as policy briefs, presentations, advocacy letters, reports, and social media posts.



- **Grant Management:** Track grant deliverables, help draft reports for funders, and contribute to design and development of grant proposals.

### **Skills and Qualifications**

- Experience with and/or interest in advancing economic equity and inclusion and issues facing communities with barriers to employment and living wage careers; highly desire a candidate with experience in workforce development issues in Los Angeles but not required
- Master's Degree in public policy, public administration, education, social work or related field with 2-3 years of work experience in workforce development or relevant area OR Bachelor's degree in similar fields with 3-5 years of work experience in relevant areas OR 7+ years of relevant work experience without a Bachelor's degree
- Strong organizational and project management skills, including the ability to develop workplans and prioritize work across multiple projects while maintaining quality of work
- Experience with planning and facilitating meetings and events
- Strong written and verbal communication skills
- Ability to build strong relationships and work effectively with diverse array of stakeholders
- Ability to work independently as a self-starter and collaboratively with a range of collaborators
- Strong research, writing, and editing skills and attention to detail
- Demonstrates a growth mindset and desire to continuously improve
- Intellectually curious learner willing take in new information and perspectives to inform and adapt work
- Proficiency in Microsoft Office suite applications, Adobe PDF applications, Internet research and online collaborative platforms such as Google Drive, Asana, etc.

### **Compensation**

Manager of Workforce Development is a full-time exempt position with a starting salary range is \$58,500 - \$65,000, commensurate upon experience. Our competitive benefits package includes paid sick leave, vacation, 401(k) participation, health, vision and dental.

### **Working Conditions**

This position based in Los Angeles, CA. Work will be remote until COVID-19 conditions improve and allow for in-person attendance at our downtown Los Angeles office. Occasional travel is required.

### **To Apply**

Interested candidates should submit their resume and cover letter to [workforcejobs@unitela.com](mailto:workforcejobs@unitela.com) using the email subject line "Manager of Workforce Development" on or prior to July 9, 2021.

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UNITE-LA is proud to be an Equal Opportunity Employer committed to developing and sustaining a diverse workforce, because we believe that it makes our organization stronger. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.