

LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Job Title: Workforce Manager
Reports To: Director of Strategic Initiatives LAEDC
Department Strategic Initiatives - 6060
FLSA Status: Exempt
End Period: December 31, 2017 (unless renewed)

About LAEDC:

LAEDC's vision is to raise standards of living for the residents of Los Angeles County by increasing economic opportunity and regional prosperity. As a 501c3 public benefit corporation, the LAEDC provides economic development leadership for the region to promote a globally competitive, prosperous and growing LA County economy, and works to improve the wellbeing of our residents, and enables those residents to find good jobs. We achieve this through economic research and analysis, strategic assistance to business, government and key industries, and targeted public policy.

Summary:

Collaboration between our region's education systems and local industry is vital to ensuring our residents have the right skills for positions that local businesses will need to hire, which both creates opportunity for our region's residents and fosters competitiveness of our region's key industries. In support of this goal, LAEDC is seeking a full-time Workforce Manager to develop these forward-thinking collaborative partnerships in our region as LAEDC increases its public-benefit workforce development focus.

Under the LAEDC's Industry Cluster Development program, this position will primarily focus on career technical education (CTE) program and curricula development in coordination with the 29 community colleges based in LA and Orange Counties and firms from the region's key industries (e.g., aerospace, bioscience, entertainment, etc.), helping to link these talent supply institutions with these firms. As part of this coordination, the Workforce Manager will also help launch, staff and direct, in coordination with LAEDC's VP of Strategic Relations, a Workforce Development Committee to serve as a foundation for talent development institutions, including community colleges and community college-allied systems, such as: workforce boards and four-year colleges and universities. Workforce Manager will convene this committee and make demonstrable progress on workforce-industry program alignment. Finally, Workforce Manager will manage the programmatic and reporting deliverables of the funding grant for this position. This is a unique opportunity with meaningful social impact, that requires an ability to build key relationships and both drive and adapt to public policy.

The position is funded by a grant from Morgan Family Foundation, which entails implementation, deliverables and reporting on a schedule, with a completion date of December

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31, 2017, and this position may be extended into the following year(s) if additional resources are secured. Candidates with successful track records of operationalizing and delivering program-based outcomes as specified in grants, with related experience in grant administration and reporting will be especially well suited to this position.

Duties

- Execute LAEDC's regional talent development agenda, including execution of Morgan Family Foundation grant and development of industry-driven programs with community college CTE deans, local workforce development boards, CSUs, and other talent development-related institutions.
- Launch, staff and manage the LAEDC workforce development committee.
- Link community college CTE programs to firms from targeted industries, such as companies that will partner with educational institutions on program, certificate and/or curriculum development, as well as placement.
- Provide documentation of data collection and reporting of company prospects, consultations and projects in the contact management system.
- Oversee grant administration, such as monthly progress reports.
- Perform related duties as assigned by Director of Strategic Initiatives.

Experience and Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies:

Bachelor degree in Public Policy, Urban Planning, Economics, Public Affairs or similar area of study is preferred.

Experience with workforce development, public policy, urban planning, grant writing, and successful implementation of programs will help distinguish candidates.

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The LAEDC is an equal opportunity employer.

If interested in this position, please contact Dave Flaks, President & Chief Operating Officer for LAEDC, and include resume and cover letter: David.flaks@laedc.org

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