

LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Job Title: Program Manager
Reports To: Senior Director
Department Strategic Initiatives
FLSA Status: Exempt

Summary:

The Program Manager (PM) will provide administrative and programming support to the LAEDC Strategic Initiatives Department. The PM will organize, staff, and manage meetings and events with various partners. He/she will maintain a database of industry cluster contacts and engage with them regularly. The PM will prepare presentation materials, prepare reports, and work with the Strategic Initiatives staff. The PM will perform work as needed to support existing and new programs as they develop within the department.

Duties:

- Staff and manage logistics for industry councils meetings, policy roundtables, and other related events. This includes budget development, location and host identification, invoice management, agenda development, invitation out-reach, follow-up, attendance and day-of check-in, meeting facilitation, and as appropriate taking minutes, driving action items, and meeting “next step” deadlines;
- Conduct research and gather data for analysis of target industries. This includes monitoring local, regional, and Federal policies; composing research memorandums; and developing industry-specific surveys;
- Manage the development of industry specific contacts and work with Marketing Department to ensure accuracy;
- Prepare PowerPoint, Prezi or other presentation materials for use by Strategic Initiative team members;
- Provide support for strategic ideation and planning to build future programs/projects;
- Collect, curate and/or develop PR-related materials, copy, metrics, and images for use on the website and social media;
- Manage reporting, budget requirements and specific deliverables associated with the Center for a Competitive Workforce (CCW) and other grants for the Strategic Initiatives department;
- Provide support for California SmartMatch and other programs;
- Target and execute phone campaigns as needed and directed;
- Manage and oversee the paperwork and reporting of interns;
- Additional duties performed as needed to accomplish departmental goals.

Competencies:

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

- *Oral Communication* – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- *Team Work* – Balances team and individual responsibilities; Exhibits objectivity and

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openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goal and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments to other team members.

- *Written Communication* – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- *Professionalism* – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Associate degree from a community college or bachelor's degree from four-year college or university preferred; or four years related experience and/or training in workforce development; or equivalent combination of education and experience.
- **Language Ability:** Ability to read, analyze, and interpret general business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, E-mail, and PowerPoint.
- **Transportation:** Must have reliable transportation to attend LAEDC events and meetings.
- **Certificates and Licenses:** N/A

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LAEDC is in a "work from home" status until the 2020 Pandemic is receding and it is deemed safe to return to the LAEDC office. The noise level in the work environment is usually quiet.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Contact:

To be considered for this position, submit cover letter and resume to Judy.kruger@laedc.org.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date