



An Invitation to Apply for the Position of

Director of Technical Assistance – Career Ladders Project

Foundation for California Community Colleges

An Equal Opportunity Employer

The Director of Technical Assistance is a full-time, exempt position, and will report to the Executive Director of the Career Ladders Project. The Career Ladders office is located at 1203 Preservation Park Way, Suite 201, Oakland, CA 94612.

The Career Ladders Project (CLP) works to strengthen the role of community colleges in providing educational and career advancement opportunities for Californians. Through research, policy initiatives and strategic assistance to colleges and their workforce development partners, the Career Ladders Project works to foster career ladders in California. Established by the Board of Governors of the California Community Colleges, CLP operates under the Foundation for California Community Colleges, the non-profit auxiliary for the California Community Colleges.

CLP provides technical assistance to a range of community college-centered programs including the newly launched Career Advancement Academies, the Gateway Initiative and other career ladder programs. More information is available at www.careerladdersproject.org

CLP is seeking a Director of Technical Assistance to assist with overall project management, coordination and implementation of technical assistance activities. The Project Manager will also work directly with colleges and their workforce partners in development and implementation of career pathway programs. The position requires travel within California. The Director of Technical Assistance will work under the direction of the Executive Director and will work with the CLP team.

Essential Job Results and Duties/Responsibilities

1. Administer multiple grant funded programs.
2. Supervise CLP program staff.
3. Coordinate technical assistance efforts, identify and deploy peer experts and consultants, and provide direct technical assistance to project sites as needed.
4. Develop and coordinate implementation of work plans to accomplish program goals.
5. Coordinate documentation of successful practices and program challenges.
6. Design and implement professional development meetings, events and cross-site convenings, conferences, and presentations.
7. Oversee development and/or adaptation of materials, tools, templates, briefs, and other resources for use by program sites.
8. Write project reports and proposals:
9. Engage in resource development for local sites and for CLP.
10. Research and share effective practices related to key program areas including: curriculum; instruction; learning communities; integrated support services and instruction; contextual or applied approaches to teaching and learning; career ladders and pathways approaches in target sectors; interagency collaboration and partnership development.
11. Seek or develop new program or project initiatives that advance CLPs work.

Education and Experience

Any combination of the listed experience and education are indicative of preparation likely to impart the knowledge, skills, and abilities related to the essential job results.

- Bachelor's degree (B.A.).
- General experience in any of the following: career technical education; workforce development; bridge programs; learning communities; contextualized instruction; support programs integrated with instruction; ESL/basic skills OR career pathways programs at a community college or similar institution/organization.
- Progressively responsible experience with project management, grants administration, and/or other administrative responsibilities.
- Experience in providing leadership/supervision for employees and/or a team.
- Excellent organizational skills.
- Excellent written, verbal and public presentation skills.
- Strong interpersonal skills including an ability to cultivate relationships across community colleges, government agencies, and community organizations.
- Demonstrated respect for and sensitivity to working with and serving a diverse population including ethnic, racial, religious, language, and background diversity.
- Passion for student educational achievement and career advancement.
- General computer literacy and familiarity with common office and presentation software programs.

One or more of the following qualifications are desirable:

- Master's degree (M.A. or M.S.) preferred.
- Experience as a faculty member, staff member or administrator in a California community college.
- Experience with developing and providing professional development programs and/or technical assistance.
- Familiarity with policy areas related to higher education and/or workforce development—especially with respect to career technical education, basic skills instruction or career pathway development—with an ability and desire to develop new policy expertise.
- Particular expertise in career ladder programs in targeted sectors (such as health care, education, skilled trades, manufacturing, transportation, or hospitality/tourism).
- State level leadership experience, via state committee work, task forces or other related venues.

Compensation

The salary is competitive and commensurate with experience and qualifications. Salary will be finalized upon selection of successful candidate. The excellent benefits package currently includes paid holiday, sick, and vacation leave; medical, dental, and vision insurance; and a generous defined benefit retirement plan.

Application Procedure - OPEN UNTIL FILLED

Interested and qualified applicants are asked to submit (a) letter of interest, and (b) résumé, and salary history. Letters of recommendation are welcome but not initially required. Any additional materials that are submitted by applicants may be considered at any appropriate step in the selection process. Applicants without cover letter, resume, and salary history will not be considered. References, including background checks, will be required of all finalists. Successful applicant will begin work as soon as possible after selection.

Submit application materials by email ONLY to: jobs@foundationccc.org

- Attach the letter of interest and résumé, including salary history as Word documents.
- Subject line: Director of Technical Assistance – Career Ladders Project

The Foundation for California Community Colleges

The Foundation for California Community Colleges (FCCC) assists community colleges (and other partner schools) to operate more effectively and efficiently through donations, grants, programs, and services that drive excellence while saving millions of dollars each year. FCCC is the sole official auxiliary for the California Community Colleges' Board of Governors, Chancellor, and System Office. FCCC is a non-profit corporation, tax-exempt under IRS section 501(c)(3). FCCC receives no direct State or public support. The FCCC web site is at www.foundationccc.org. The web site for the Chancellor's Office CCC is at www.cccco.edu.