



Work/College-Ready Program Coordinator Job Description

Organization Description

The Mayor's Fund for Education (Mayor's Fund) is a Long Beach-based nonprofit which amplifies efforts of local education stakeholders to provide a cradle-to-career approach to ensure all students have access to educational pathways and careers resulting in a thriving local economy.

The Mayor's Fund focuses on three primary impact areas: access to quality early childhood education, expanding internship opportunities, and improving college completion.

The Mayor's Fund for Education operates under the tax-exempt status of, and is a project of its Fiscal Sponsor, Community Partners®. Community Partners is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

Position Overview

The Work/College-Ready Program Coordinator ("Program Coordinator") will report to the Executive Director of the Mayor's Fund for Education and work in close collaboration with the Lead Program Coordinator to develop and support the implementation of the organization's educational programs and initiatives.

Under the guidance of the Executive Director, the Program Coordinator will specifically focus on work/college-readiness collaborative partnerships and educational initiatives including:

- Workforce Development & the Work-Ready "Ecosystem"
- Digital Inclusion and Post-Secondary Access
- Business Engagement
- Mayor's Long Beach Internship Challenge
- Long Beach College Promise

Responsibilities

- Program Coordination: Organize meetings, events and programs; develop and execute program implementation strategies; produce summary reports; track roles and responsibilities; maintain databases and contact records; coordinate website/social media updates and creation of marketing materials; set and meet project priorities and deadlines.
- Partnerships: Develop and cultivate relationships in support of organizational mission and program success with external stakeholders, such as: Long Beach Unified School District (LBUSD), City of Long Beach, Pacific Gateway Workforce Investment Network (PGWIN), Long Beach City College (LBCC), CA State University Long Beach (CSULB), various business leaders, etc.

- Program Development: Research, plan, and develop program structures that can be sustained, compliment the parallel work of key stakeholders, and effectively address and unmet need of local students (particularly around work-readiness and college access)

Note: Two key deliverable within the first year will be the exploration into and development of the Equitable Digital & Post-Secondary Access Program and the refinement of the Long Beach Internship Challenge (specific to new Mayor's Fund for Education programming).

- Fund Development: Exploration of grant opportunities; support creation of grant proposals, including relevant program summaries and budgets; and generation of grant reports.
- Written Communication: Produce high caliber professional style memorandums, written correspondence, meeting minutes, and marketing copy.
- Additional Support: Serve as support personnel on special projects, work directly with Executive Director to support staff and partners to ensure quality; perform other duties as assigned.
- Demonstrate a commitment to the Mayor's Fund mission in all work produced.

Requirements

- Bachelor's degree required. Current student pursuing Master's degree acceptable.
- Experience with planning, crafting, managing, and evaluating educational programs.
- Ability to handle highly sensitive materials and relationships with discretion.
- Ability to work collaboratively with diverse stakeholder groups.
- Strong presentation, communication and interpersonal skills.
- Strong organization skills, including proven ability to handle multiple projects at once, prioritize, and produce high-quality work.
- Self-starter, detail-oriented, reliable, professional, organized, and a quick learner.
- Demonstrated proficiency in Microsoft Office applications.
- Interest in education, workforce development, digital inclusion, equity, collective impact, and civic leadership, with commitment to increasing equitable economic and educational opportunities.

Position Details

- Telecommuting until deemed appropriate to return to office per current health conditions
- Paid (\$20/hr)
- Temporary (possibility for continuation)
- Part Time; 15-20 hours per week (to start)

APPLY

Please submit cover letter, resume, and brief (<2 pg.) writing sample to:
kselvester@mayorsfundfored.org