

California State University, Fresno Foundation

K-16 Business Engagement Coordinator – Fresno-Madera K16 Collaborative (Collaborative)

JOB ANNOUNCEMENT #23-511

POSITION SUMMARY:	<p>Full-time, benefited position for the Fresno-Madera K-16 Collaborative (Collaborative) through the California State University, Fresno Foundation. The Collaborative is grant funded with funding for this position through June 2026. The Collaborative is a bold K-16 intersegmental collaboration that leverages existing infrastructure in the region. With equity and inclusion at its core, the Collaborative's focus is on increasing higher education degree attainment in regional LMI-supported occupations, improving degree completion, and supporting residents in earning employment in higher-wage, higher-skill jobs.</p> <p>In addition, the Collaborative is the acting Business Backbone Lead for the Fresno County Economic Development Corporation's (EDC) awarded, multiyear grant as part of the U.S. Department of Commerce's Good Jobs Challenge (GLC) which supports employer-driven training and hiring into high-quality career pathways with an emphasis on reaching the underrepresented and under/unemployed.</p> <p>Reporting to the Executive Director of the Fresno-Madera K-16 Collaborative (Collaborative), the K-16 Business Engagement Coordinator, in partnership with a broad range of partners in Fresno and Madera Counties, will be responsible for internal and external activities related to educational, employer community-based organizations (CBOs) engagement in relationship to the GJC grant and in alignment with the Collaborative's industry sector pathways, as well as strategically identifying approaches to increase upskilling and employment opportunities for students.</p> <p>We are looking for an experienced practitioner with economic and workforce development and educational sector experience to serve as a resource for participating community colleges, CBOs, employers and workforce development partners concerning components of their performance plans and outcomes, as well as to work closely with the Fresno EDC's GJC Team.</p> <p>The K-16 Business Engagement Coordinator will also help coordinate upskilling programming and opportunities for entry-level and incumbent workers with regional education and training providers, as well as support CBOs providing services to participants. Serving to bridge the gap between industry and education, the K-16 Business Engagement Coordinator will assist the Collaborative and partners in bringing together various interested partners, including employers, educational institutions, government entities, and economic development organizations, to address the needs and challenges faced by local businesses.</p> <p>Lastly, the K-16 Business Engagement Coordinator will be expected to learn and synthesize best practices in development related to Diversity, Equity, Inclusion, and Accessibility (DEIA) policies. The successful candidate will be expected to think critically and creatively about how to identify and remove employment barriers for underrepresented groups offering a unique opportunity to make a meaningful impact on the lives of students and employers while operating from an equity lens.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director, the K-16 Business Engagement Coordinator will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Work closely with and maintain relationships with the FMK16 Team, internal and external partners including members of working groups, committees and task forces that advance FMK16C strategies and initiatives. • Work collaboratively with campus partners and career services teams, as well as act as systems lead and liaison between business sub awardees and Fresno County EDC, to create shared goals and strategies that support the needs of employers, students, and campus partners with the goal of increasing employer awareness and engagement, and increasing student access to jobs and internships in the region. • Prepare monthly, quarterly, and annual milestone reports for the GJC and FMK16C grant requirements and ensuring compliance with grant and contract requirements.

	<ul style="list-style-type: none"> ○ Assist with education-employer convenings, research projects, tracking employment outcomes, onboarding employers and collection of skills requirements for continued improvement of training options ○ Provide technical support, outreach, and case management to the organization receiving funding under this backbone ○ Assist in the coordination of colleges and the adult education learner providers for upskilling programs, as well as in the evaluation of potential new or additional training pathways • Supports the Collaborative's engagement in working with CivicLabs and other organizations in reimaging employer-led work-based learning (WBL) and educational partnerships, and the co-creation of collaborative strategies that are responsive to the voices of employers, students, and campus partners • Aid in the creation and/or updating of agreements, scopes of work, performance monitoring plans, policies, procedures, and other procedural documentation as needed • Serve and actively participate in the Fresno EDC's Sector Workgroups and assist in leading the Business Sector Workgroup • Represent the Collaborative in meetings and within the community, with industry leadership, and with government officials • Research and benchmark best practices in employer engagement and higher education, and identify current trends connecting student learning and employer needs in the short and intermediate term • Develop and maintain a network of contacts in the business and education communities • Communicate regularly with the Collaborative, leadership and other interested parties to keep them informed of program progress and solicit feedback • Regularly evaluate the program's effectiveness in promoting equity and making progress towards equitable employment outcomes for all parties • Other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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.</i></p> <ul style="list-style-type: none"> • Bachelor's (B.A./B.S.) degree in a relevant field preferred (e.g., Business, Human Services, Public Administration, Counseling, Education, Workforce Development, Industrial Engineering, or a related discipline). • Minimum of two (2) years, four (4) years preferred, of work experience within either an education, business services or workforce development program • Preferred experience in K12 and higher education • Knowledge of educational programs such as CTE, Adult Education Programs, Career Counseling, Career and Resource Coordinator, Employer Liaison, and Job Developer. • Outstanding oral, written and interpersonal communications skills, including knowledge of English grammar, spelling and punctuation and competence in interpreting and communicating procedures, policies, information, ideas and instructions • Strong relationship-building skills, with the ability to engage and collaborate effectively with employers, community organizations, and educators, as well as an ability to adapt to and incorporate feedback from different viewpoints; well-versed in discussing workforce skills and related topics • Demonstrated ability to: <ul style="list-style-type: none"> ○ Be a leader with an entrepreneurial spirit, with a track record of taking initiative, seizing opportunities, and thinking creatively: ability to turn ideas into actionable plans and execute them with success ○ Process-oriented, highly organized and able to comprehend systems thinking. ○ Ability to generate and implement innovative ideas, solve complex problems, and adapt to changing circumstances. ○ Excellent organizational and time management skills, with the ability to prioritize tasks and manage multiple and shifting priorities/deadlines. ○ Attention to detail and commitment to accuracy.

	<ul style="list-style-type: none"> ○ Analytical and organized mindset with the ability to use data and feedback to inform decision-making and continuous improvement. ○ Self-starter, highly motivated, and driven to achieve results without constant supervision or guidance. ○ Maintain positive working relationships and appropriate interpersonal interactions with Collaborative and GJS partners, interested parties, colleagues, faculty, staff and students from diverse ethnic, cultural, and socio-economic backgrounds. ○ Work towards the stated goals and outcomes of the Collaborative and GJC and take an active role in maintaining an understanding of these goals and outcomes. ○ Comply with University and office policies and procedures and take an active role in maintaining an understanding of these policies. ○ Possesses strong diplomacy skills, able to navigate complex situations with tact and professionalism, and thinks before speaking, carefully considering their words to ensure clear communication and avoid misunderstanding ○ Demonstrated experience working with diverse backgrounds and demonstrated commitment to promoting access and diversity ○ Ability to work independently and as part of a small team environment ○ Ability to interpret labor market information and local economic development resources ○ Ability to synthesize and translate various occupational skills tables and act as an intermediary between employers, education providers, workforce development trainers, community organizations, and job seekers based on a shared understanding of economic and labor market needs ○ High level of computer literacy and proficiency in Microsoft 360 and Google Docs. ● Commitment to the mission and goals of Fresno-Madera K-16 Collaborative and the Central San Joaquin Valley K-16 Partnership. ● Commitment to equity, high-quality educational and employment opportunities, and inclusive economic development ● Deep understanding of the Central Valley (history, community, stakeholders, challenges, and opportunities) ● Some knowledge of Higher Education, Career and Technical Educational Programs, Economic Development Organizations, the Local Employer Community, and/or other employment and training programs; as well as knowledge of barriers that affect employment and training program participants and strategies to minimize/remove those barriers.
COMPENSATION:	\$55,000 - \$65,000 annually. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay, Hybrid work environment.
DEADLINE:	Application review begins September 13, 2023; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.