

**LA's BEST Afterschool Enrichment Program  
WORKFORCE DEVELOPMENT COORDINATOR  
(Job Posting - 3/8/2024)**

### **About LA's BEST**

Established 35 years ago, LA's BEST is a safe and engaging afterschool enrichment program for elementary school students in neighborhoods with the highest needs, yet fewest resources. Beyond academics, our programming nurtures social and emotional connections with trained and caring adults. LA's BEST prepares and inspires staff to empower children to create lives full of choices and supports working families across Los Angeles.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand, and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

### **Job Overview and Responsibilities**

Reporting to the Director of Workforce Development, the **Workforce Development Coordinator** will play a pivotal part in supporting the growth and success of LA's BEST's workforce by supporting the management, execution, and development of comprehensive career advancement initiatives and their related systems. Core responsibilities may include:

- Supporting in the development and maintenance of marketing strategies to highlight employment at LA's BEST as a pathway to career advancement.
- Supporting the development and leading the maintenance and recruitment of the Workforce Development Network of Support (WDNS). This includes but is not limited to systems utilized to track employees and conduct data collection.
- Developing and executing comprehensive career ladder programs for LA's BEST employees.
- Providing career development consulting and mentoring to employees who are part of the WDNS.
- Developing and supporting pathways and tracking systems for employee advancement within LA's BEST and beyond.
- Facilitating connections between WDNS employees and LA's BEST/LAUSD mentors and coaches.
- Conducting ongoing research and establishing partnerships to curate a wide array of resources as well as educational and professional development opportunities to support employees in their personal and career development.
- Maintaining communication and engagement with WDNS employees including but not limited to highlighting educational and internal and external professional development opportunities as well as education, career, and life resources (e.g. public funding, grants, housing support).
- Developing and executing WDNS events to provide employees space to network with colleagues, educational institutions, and other external partners who offer various life, educational, and career development resources.

- Supporting the development and execution of high school worker programs (e.g. DOTS, S2S).
- Leading the development and maintenance of employee retention initiatives (e.g. staff recognition, external resources, civic engagement).
- Collaborating with other LA's BEST staff on key initiatives or special projects as assigned.

### Core Competencies

- Proactive and flexible in a changing and fast-paced environment, while working with tight resources and a small team.
- Ability to manage and prioritize concurrent projects with grace and meet deadlines.
- Ability to communicate clearly, warmly and professionally while representing LA's BEST (in-person and written) with diverse stakeholders and audiences.
- Eager to continue learning and developing within the role; excited to take on new challenges with support and outlined deliverables.
- Culturally responsive and committed to diversity, equity, and inclusion.
- Committed to the mission, vision, and values of LA's BEST.
- Ability and willingness to mentor and work with site staff.
- An understanding of metrics and assessment practices with an ability to create data-driven reports and initiatives.
- Ability to highlight educational, professional development opportunities, and other resources effectively.

### Qualifications and Experience Requirements

- Associate degree and/or current enrollment in higher education for a minimum of two years is required.
- Proficiency in Canva and Microsoft Office applications including Word, Excel, and PowerPoint is required.
- At least four years of work experience in education or expanded learning is preferred; prior experience supporting workforce development and employee retention initiatives is a plus.

### Compensation

\$59,000 - \$69,000; commensurate with experience.

### Work Location

This position is required onsite Monday through Friday, primarily working from the LA's BEST Operations office from 9:00am to 6:00pm, including a 1-hour unpaid meal period. Due to occasional evening and weekend work that may be required throughout the year, candidates must be willing to work an alternate weekly schedule that will allow attendance at weekend training and events. Candidates must also be able to regularly travel to LA's BEST school sites and have access to reliable and timely transportation.

## Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employees, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, cell phone stipend, flexible spending account, and other benefits.

## Equal Opportunity

LA's BEST is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

## How to Apply

Please submit a resume and cover letter to [hiring@lasbest.org](mailto:hiring@lasbest.org) with "Workforce Development Coordinator" in the subject line. Applications will be accepted until 5:00pm (PST) on Friday, March 22nd, 2024.