



Associate Director of Career Pathway Connections

ORGANIZATION SUMMARY

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, female empowerment, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

Through the Strong Workforce Pathway Connections grant, a 30-month grant from the California Community Colleges. LA Promise Fund is strengthening the connections between a network of South Los Angeles area high schools, the local community college, and the business sector to ensure that more local students are exposed to, prepared for and pursue jobs in high growth fields specifically in the Arts, Media and Entertainment: Design, Visual and Media and Arts pathway.

Reporting to, and working closely with, the Director of Career Pathway Connections, the Associate Director will help implement a Strong Workforce

Initiative that aims to: 1) increase sequential dual/concurrent enrollment classes offered to Russell Westbrook Why Not? Academy (RWWNA) students and high school students from schools within the South LA area; 2) work with high schools and students to provide a greater number of work-based learning experiences to students; 3) cultivate seamless transitions to post-secondary options along career pathways so that more students obtain degrees and certificates necessary to obtain jobs in high-growth industries.

The Associate Director will oversee administrative, logistical, programmatic, and communications tasks as a point person working directly within the RWWNA structure to supply college and career programming and support to high school students and to prepare 7th and 8th grade students with foundational skills to facilitate their successful transition into the pathway when they reach high school. This position will also work closely with five other high schools in South Los Angeles to plan and execute career preparedness workshops and be a coach and leader for The Intern Project in the summer.

RESPONSIBILITIES AND DUTIES

- Help build positive relationships with internal and external parties
- Develop a strong understanding of the curriculum, pathways, and credits at RWWNA and other schools in SLATE-Z
- Work with teachers/instructors and education institutions to ensure systems and supports are in place that foster students' successful progression through the CTE courses, Dual Enrollment access and The Intern Project (recruitment, enrollment, and performance)
- Lead personal and professional development workshops (e.g., resume building, leadership, financial literacy, social media skills, etc.) for high school students in person and/or remotely (via webinars)
- Develop work-based learning activities
- Support professional development for teachers and community college faculty to ensure alignment and enhance student support and success
- Curate and communicate opportunities to share with teachers/students
- Promote best practice strategies and plans for ongoing communications with students and educators to promote awareness and enrollment
- Conduct short- and long-term planning and management for events
- Develop and recommend the budget, marketing plans, and objectives and manage within those approved plans

- Troubleshoot areas of challenge that emerge between the college and high school or at either respective site
- Ensure educational institutions maintain student files (cumulative files, online student and family information, attendance, grades) all in accordance with FERPA guidelines on student privacy
- Support schools in the ordering and implementation of instructional supplies and equipment for their CTE program
- Work with K-12, community college and business partners to coordinate relevant field trips for students
- Participate in student recruiting sessions and other marketing efforts
- Support as an additional point of contact on each campus to ensure all goals are being met
- Work alongside the Associate Director leading The Intern Project for after school and summer program
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- Degree in marketing/communications, business, education, STEM or other related field
- At least two years experience working with students or within schools, preferably within K-12 Los Angeles schools
- Coordination or administrative experience with managing timelines and budgets
- Program management experience preferred
- Ability to assist in the coordination of a program

Knowledge, Skills, and Abilities

- Technical Skills
 - An understanding of K-12 education, adult learning, and/or STEM
 - Fluent computer skills including word processing, spreadsheets, presentation, and online communications (e.g., Google Suite, Zoom)
 - Familiarity with website maintenance and social media platforms
- Soft Skills
 - Enjoys student and teacher engagement; not shy about engaging in conversation with strangers

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community
- Resourceful, detail-oriented, able to multitask, prioritize and manage time effectively
- Self-starter with a knack for problem-solving, networking, creating new relationships and opportunities
- Entrepreneurial: a hard worker with a high energy level, action-oriented, and solution-oriented
- Strong organizational, administrative, and project management skills
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- Ability to work with and understand the needs of public and public charter school teachers
- A flexible and adaptive individual willing to learn new systems and approaches as technology and platforms change
- Bilingual in Spanish preferred
- Commitment to LA Promise Fund mission and values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training
- COVID-19 Vaccination

During the COVID-19 pandemic, LAPF is minimizing non-essential travel. Once these restrictions are lifted, this role requires 20% travel time (domestic and/or international).

COMPENSATION

Salary commensurate with qualifications, experience, and education. Excellent full benefits package.

HOW TO APPLY

Email your cover letter and resume to careers@lapromisefund.org.