Building Skills Partnership is a non-profit organization and a unique collaboration between responsible businesses and the Service Employees International Union – USWW to build a strong future for low-wage service workers and their families by advancing skills, opportunities and self-sufficiency.

The BSP’s mission is to improve the quality of life and advancement of building services workers, their families and our communities by providing quality educational opportunities and job skills training. The BSP serves over 3500 workers statewide each year by offering Workforce Development Programming, Computer Literacy, Citizenship Classes, Health Education, Parent Education workshops and other training topics to the janitors and service workers who work hard every day and night to keep California’s businesses clean and safe.

The Workforce Development Coordinator will work closely with members of SEIU -USWW. This full-time position requires availability on some weekends, evenings and nights with travel within Los Angeles and Orange County. We are looking for a team player with significant talents to contribute and the job tasks will be adjusted according to staff strengths and interests. The Workforce Development Coordinator will lead the BSP’s program to expand the workforce and vocational programs for the janitorial industry by working with employers, their clients and various stakeholders.

**KEY JOB RESPONSIBILITIES**

- Provide overall management, coordination and supervision of the Workforce Development Programs
- Market workforce development programs to employers, clients and other key industry leaders
- Development of new curriculum to meet needs of the industry
- Knowledge of pre-apprenticeship and apprenticeship programs
- Build relationships with industry partners to create career ladder opportunities
- Convene industry partner meetings to discuss opportunities for program development
- Ensure tracking process and data reporting related to programs
- Track corresponding budgets
- Outreach to organizations, community colleges and other learning institutions in an effort to establish partnerships
- Recruit new students and track student progress
- Funder relationships and grant writing and management of workforce development projects

**JOB REQUIREMENTS**

- Demonstrated commitment to social and economic justice
- A minimum of 3-5 years of experience in workforce development program management
- Bachelor’s Degree. Workforce development and program management experience preferred.
- Strong social, written, and verbal communication skills
- Strong organization skills and skilled working with data management
- Motivated self-starter who is also a solid team player
- Strong Computer skills a plus (Salesforce, Microsoft Word, Excel, Internet, & Access)
- Must be open to flexible hours including evenings
- Must have transportation to visit various training sites in Los Angeles and Orange County
- Strong interpersonal and written communication skills
- Must be able to work in a Labor/Management Partnership environment
- Bilingual language skills required: must be able to speak and write in Spanish

**BENEFITS**

- Salary is competitive and based on experience
- Benefits package including health insurance and paid vacation

To apply email a resume with cover letter explaining interest and qualifications to Laura Medina at: laura@buildingskills.org

BSP is an equal opportunity employer. Women and people of color are encouraged to apply.