

USGBC-LA Workforce Development Manager

Join our growing team and support the [U.S. Green Building Council–Los Angeles'](https://www.usgbc-la.org/) (USGBC-LA's) initiatives in leading the local Green Building Movement. As our Workforce Development Manager, you will innovate, plan, implement, manage and grow our workforce development initiatives in collaboration with our Training Coordinator, Director of Development and Executive Director. This position is slated to begin January 1, 2023 and will be an integral part of our small, but mighty USGBC-LA team.

IDEAL CANDIDATE:

The ideal candidate is passionate about sustainability as a tool to drive cultural change. They are eager to help implement green building practices and engage with our community, are innovative yet detail oriented, flexible, and ready to get in the trenches to make things happen.

TASKS:

- Innovate, expand and coordinate the activities and impact of USGBC-LA's workforce development initiatives, including all associated grants and programs.
- Support diversity, equity, and inclusion efforts by expanding our training initiatives to underserved communities of the Greater LA region to build the workforce of the future.
- Lead development for training and workforce development related grant applications and foundation proposals as well as regional partnerships and collaboration.
- Develop and maintain key collaborations with government & educational institutions, training partners and businesses to further our mission and leverage resources.
- Support continued development of the Talent Portal on the USGBC-LA website into a centralized hub for green building workforce and talent development for the region.
- Represent USGBC-LA at meetings with partners and in development efforts through presentations, public relations and marketing as needed.
- Assist with documentation gathering and reporting for grant and foundation supported programming.
- Collaborate with Training Coordinator on outreach to regional partners, schools, and training programs around the growth of USGBC-LA's portfolio of classes.
- Drive training related revenue growth and curate a portfolio of training classes and content based on community needs and feedback.
- Management and support for the USGBC-LA Green Building Corps program.
- Management of USGBC-LA staff, contractors, and volunteers to support training or workforce development execution.



SKILLS NEEDED:

- Knowledge of workforce development programs, grant administration, program performance and management, and financial reporting.
- Ability to present publically and align efforts with other initiatives; ability to work with diverse populations that have multiple barriers to employment entry;
- Any combination of training, education and experience which demonstrates ability to perform the duties of the position including graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration, Social Work or other related field.
- A minimum of three (3) years of increasingly responsible program management experience involving direct case management, grant management, job development, local hire leadership and development experience, community engagement, outreach, training and employment programs experience.
- GSuite, PowerPoint, Word, and Excel or similar programs.
- Building design, operations and maintenance terminology.
- Green building professional certifications such as LEED, WELL, GPro, and more are a plus, but not required.

TIME COMMITMENT & COMPENSATION:

This a full-time position, including healthcare coverage, 401k, unlimited vacation, and compensation will be commensurate with experience.

For consideration, please submit your resume to jobs@usgbc-la.org.

ABOUT USGBC-LA:

We're a member-based, non-profit organization representing green building and sustainability professionals in and around the Greater Los Angeles Region. We are passionate, practical, and informed advocates who work together to transform Southern California into a more sustainable region for all.

USGBC-LA is the best place for anyone to learn the "why", "who" and "how" of living sustainably, because business as usual is no longer an option. Our team believes in a sustainable built environment, gaining education, being exposed to innovation, and taking impactful action.