

EDC Job Announcement & Recruitment, Position Description: October 21, 2022

Associate Director, Digital Upskilling Initiative

The Organization:

Established in 1996, The Economic Development Collaborative (EDC) is a 501c3 non-profit public/private partnership corporation, dedicated to growing the region's economy. The EDC Mission is to create empowered business owners, connected community partners and informed civic leaders in the greater Ventura and Santa Barbara County region. Our Vision is for a strong and healthy Ventura and Santa Barbara regional economy with a high quality of life and broadly shared opportunities.

Today, in partnership with the Small Business Development Center, the EDC is a regional asset for economic vitality in Ventura, Santa Barbara, and Los Angeles counties, giving businesses, community partners, and civic leaders the resources they need to succeed. By leveraging public and private funds, the EDC has become a key player in delivering business consulting, funding, and strategic initiatives that support the regional economy.

The Opportunity:

The EDC recently received a \$5 million grant from the state to lead a digital upskilling initiative thanks to the efforts of Assemblymember Jacqui Irwin. The Ventura County Digital Upskilling Training Program is a FREE short-term program that increases the digital skills of job seekers, current workers, and small businesses. Workers will gain highly transferable digital literacy and technical skills to help them move into better-paying jobs in multiple industries. Small business owners will gain technical skills that allow them to modernize and improve their business. Employers will have access to training programs to upskill and advance their existing employees.

The goals of the project are to train 400 people over three years and place many into well-paying jobs. Some participants may qualify for a stipend during the training program, along with a new laptop and internet access. The project is meant to serve as a rapid digital upskilling pilot that can be expanded across California.

The three target audiences for the training are: Entry-level workers who need basic digital skills to get a well-paying job; Current workers who already have some basic digital skills but need training and/ or specific industry certifications to qualify for more opportunities; and small businesses, entrepreneurs and employers who need to modernize their business and implement e-commerce to grow and stay competitive.

Essential Duties and Responsibilities:

The Associate Director will assist in the design, implementation, management, promotion, and outcomes reporting of the program and its activities. Key tasks in this role are the following:

Program Management

- Negotiate MOUs with partner organizations
- Monitor program outcomes to ensure goals are met
- Modify programs to improve performance
- Draft program reports

Community Building

- Convene stakeholders for the purposes of sharing information that builds community and collaboration among service providers and partners
- Schedule, plan, and support meetings of key stakeholders and conduct follow-up
- Establish and grow a network of individuals and organizations who support the work of the Digital Upskilling Initiative

Sustainability

- Track additional grant opportunities to expand the scope and/or length of the grant program
- Assist in applying for additional grants to further the work

Communications & Knowledge Sharing

- Work with communications staff to craft and share information on the progress of the initiative
- Share information on the progress and accomplishments of the Digital Upskilling Initiative at various stakeholder meetings
- Plan and execute virtual and live events to expand learning related to topics of interest

Program Support

- Assist with distributing and tracking resources and support services for program providers and enrollees
- Other support duties as assigned

Research

- Identify leaders and innovation in the field of digital skill development
- Research practices and program results

Skills and Experience:

- Ability to build and manage stakeholder relationships
- Ability to understand conditions, see needs and opportunities, determine strategic direction, and lead a plan of action to accomplish goals
- Experience in managing grant-funded work
- Flexibility to change program priorities
- Experience demonstrating strong attention to detail and excellent organization
- Strong oral and written communication skills
- Intellectual curiosity about digital upskilling and the future of work
- Strong collaboration and partnership-building skills

Minimum Qualifications:

- A bachelor's degree or equivalent experience
- Minimum of 5 years of professional experience in the field of workforce development

Job Specifics:

- Annual salary range is \$80,000-\$120,000 plus benefits, adjustments for fit and experience
- Job Type: Full-time, exempt
- Hours: 40 hours/week, 8-hour day shift, 8:00 a.m. – 5:00 p.m. Monday-Friday with flexibility for some early morning, evening and weekend work as required
- Location: Camarillo, CA
 - Hybrid work schedule negotiable, though regular on-site presence is required
 - Limited travel within the county may be required on occasion

The EDC is an Equal Opportunity Employer.

We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States. Job candidates will not be obligated to disclose sealed or expunged records of conviction or arrest as part of the hiring process.

Please be aware that EDC requires all employees to be fully vaccinated for COVID-19 as a condition of employment. EDC will consider requests for medical or religious accommodation to this vaccination requirement during the recruiting process.

EDC Job Announcement, Application Process

Associate Director, Digital Upskilling Initiative

The application process for the Associate Director, Digital Upskilling Initiative requires submittal of the following:

- A. A complete EDC employment application (see pages 5-6 after this announcement).
- B. Complete and up-to-date résumé.
- C. Written responses to the following questions. Responses to these may not exceed one page each.
 1. What are the most critical elements of a learning ecosystem and what metrics would you use to measure its effectiveness?
 2. Describe your experience and perspective in working in a collaborative team environment, including public and private sector stakeholder participation.

The complete application package should be emailed to jaime@edcollaborative.com with the subject line "Digital Upskilling Position."

Applications will be accepted continuously until the position is filled. We would like to have the candidate begin as quickly as possible. EDC retains the right to cancel this recruitment at any time.

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If selected for employment are you willing to submit to a background check?

Yes No

Position

Position you are applying for	Available start date	Desired pay
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Employment desired

Full time Part time Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	