



Job Description

L.A. Regional STEM Hub Program Coordinator Center for Education Excellence and Talent Development

UNITE-LA is a non-profit organization whose mission is to advance and support an effective public education system in Los Angeles. An affiliate of the Los Angeles Area Chamber of Commerce, UNITE-LA also serves as the Education and Workforce Development Department within the Chamber. The L.A. Area Chamber represents more than 1,650 member businesses throughout Southern California. By being the voice of business, helping its members grow, and promoting collaboration, the L.A. Area Chamber assures prosperity for the Los Angeles region.

Position Description

The STEM Hub Program Coordinator is located in the Center for Education Excellence and Talent Development of the Los Angeles Area Chamber of Commerce and reports to the Senior Manager of Business Education Partnerships and Manager of the L.A. Regional STEM Hub.

This position will work directly to support the L.A. Regional STEM Hub's initiatives and support programming to advance quality STEM education. It will also support initiatives of the Business Education Partnerships team to cultivate partnerships in STEM education and to manage work-based learning programming for students in STEM career pathways. The position will also support our efforts to grow and expand the Amgen Biotech Experience (ABE-LA) in the L.A. region and support the Chamber's signature education and workforce development programs.

This is a full-time, non-exempt position hourly position with full benefits. Benefits include: Vacation Time; Sick Time; Medical/Dental/Vision Insurance; Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance, 401(k) and commuter/transportation benefits (Metro TAP and Metro-Link Corporate Program). The position requires extensive external work with partners in the implementation of the work and requires some travel.

Job Responsibilities

- Facilitate industry engagement and develop industry partnerships for STEM focused career pathways
- Support the development and implementation of STEM-focused work-based learning activities and programs to support STEM focused career pathways, including pathways related to the life sciences
- Serve as a staff liaison between the L.A. Regional STEM Hub and its partners
- Support outreach, marketing, and communications on behalf of the L.A. Regional STEM Hub
- Support the management of on-line platforms for the promotion of the L.A. Regional STEM Hub and ABE-LA
- Maintain databases and program records for the L.A. Regional STEM Hub and its partnership initiatives
- Support the scheduling, organization and implementation of meetings and events for the L.A. Regional STEM Hub and ABE-LA sites/partners
- Coordinate communications, including monthly reports and site needs for ABE-LA
- Provide technical assistance as needed for ABE-LA sites and site coordinators

- Provide support to the L.A. Regional STEM Hub, UNITE-LA and the L.A. Area Chamber as needed
- Serve as support personnel on special projects and signature education events, including LA Cash for College and State of STEM
- Produce high caliber professional style memorandums and written correspondence
- Demonstrate strong organizational and time management skills
- Ability to multi-task and prioritize work as needed
- Perform other duties as assigned by the Senior Manager of Business Education Partnerships
- Demonstrate a commitment to the Chamber and UNITE-LA in all work-produced

Requirements

- Bachelor's degree required
- Minimum two years related work experience
- Knowledge of local and state education landscape, including secondary and postsecondary education systems
- Experience working in the STEM industry sector, health or life science experience preferable
- Experience working with diverse groups of partners and stakeholders of various levels
- Experience with planning and managing meetings and events
- Experience working with education and community partners and stakeholders
- Strong presentation skills as well as written, verbal and communications skills
- Proven ability to multi-task and handle multiple projects at once
- Ability to provide excellent customer service and be a team player
- Ability to produce a large quantity of work at high quality
- Must be a self-starter, detail oriented and reliable business professional
- Demonstrate proficiency in Microsoft Office applications and database technologies

Salary Range: Commensurate based on experience.

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Los Angeles Area Chamber of Commerce provides reasonable accommodation to enable individuals with disabilities to perform the essential functions. This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Requires reliable transportation to attend off-site meetings and events.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing, and standing for long periods of time and repetitive motions in computer use.
- Requires learning and adapting new software.

The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested in applying, please email your resume and cover letter to unitelajobs@lachamber.com, please include in the subject line of the email: "STEM Hub Program Coordinator"