



Los Angeles Area  
Chamber of Commerce

### **Job Description** **Education Policy and Project Manager**

The Los Angeles Area Chamber of Commerce represents more than 1,600 members throughout Southern California. By being the voice of business, helping its members grow, and promoting collaboration, the LA Area Chamber assures prosperity for the Los Angeles region.

Position: The Education Policy and Project Manager will be part of the Los Angeles Area Chamber of Commerce's Center for Education Excellence and Talent Development Division. The Division is committed to ensuring the continuous improvement of effective and aligned cradle-to-career public education and workforce development systems in Los Angeles, resulting in all children and youth having access to a high-quality education and the opportunity to fulfill their potential. The Education Policy and Project Manager will support the early education portfolio and elevate the importance of early childhood education on a local, state and national level. Additionally, in conjunction with key partners, the Manager will support opportunities to strengthen the ECE current and future workforce pipeline. The Manager will report directly to the Sr. Director of Education Policy and Public Affairs and work in close partnership with members of the Chamber's Center for Education Excellence and Talent Development.

The Education Policy and Project Manager will be an employee of the LA Area Chamber of Commerce. This is a full-time (40 hours per week), Exempt level position. 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).

#### Job Description:

- Cultivate relationships with think tanks, advocacy organizations and higher education stakeholders to support and strengthen ECE local and state policies and systems for a highly effective early childhood workforce.
- Align state workforce advocacy and policies to regional ECE systems, policies and programs.
- Support the development of strategic partnerships among nontraditional partners in higher education and workforce with early childhood advocates and researchers to identify opportunities for advancing ECE workforce policies.
- Support the development of new and enhanced, academic professional development pathways and related education programs for both current and future early care and education (ECE) workforce
- Research and identify ECE workforce best practices
- **Work** with local educational agencies and mixed delivery system leaders to cultivate partnership and support opportunities.
- Increase public will for the professionalization of the ECE workforce through engagement with policy leaders, thought-leaders, parents and advocates.

#### Requirements:

- Bachelor's degree required

- Minimum of three years' legislative experience preferably in ECE and/or Higher Education/Workforce
- 3-5 years relevant work experience that includes:
  - working effectively and communicating with diverse groups of partners at all levels of management in partner organizations, community based organizations, government agencies, and donors;
  - leading and facilitating meetings, including community/partner organizing;
  - developing program workplans, strategic plans, and/or logic models;
  - policy research and analysis, especially related to ECE workforce policies and practices
- Excellent written and verbal communication skills
- Significant experience in project management, policy analysis and issue development
- Ability to provide excellent customer service and be a team player.
- Ability to produce a large quantity of work at high quality
- Demonstrated ability to work well with Chamber volunteers and staff at all levels
- Proficient with Microsoft Office Suite and internet research

**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, standing for long periods of time and repetitive motions in computer use.
- Requires learning and adapting new software.

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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 [resume@lachamber.com](mailto:resume@lachamber.com) by January 26, 2018. Please include in the subject line of the email: "Education Policy and Public Manager."