



LOS ANGELES AREA  
CHAMBER OF COMMERCE

*Job Description*

**Education and Workforce Development Division  
Business Education Partnership Manager**

The Los Angeles Area Chamber of Commerce represents more than 1,600 member businesses in Los Angeles County. By being a voice of business, helping its members grow, and promoting collaboration, the L.A. Area Chamber assures prosperity for the Los Angeles region.

**Position**

The Business Education Program Manager is in the Education and Workforce Development Division of the Los Angeles Area Chamber of Commerce and reports to the Director of Business Education Partnerships. This position will work closely with the Los Angeles Unified School district staff and L.A. Compact to support business-education partnerships. It is a salaried non-exempt position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental.

**Job Description**

- Provide leadership and management of the Education and Workforce Development programs and events including, but not limited to programmatic support; event and meeting correspondence; program organization; participant coordination and implementation
- Cultivate relationships with businesses, industry groups, nonprofit and community-based organizations to be actively involved in meaningful relationships that benefit students, teachers and schools
- Work as a liaison to LAUSD, LACOE and education partners to support and advance linked learning and work-based learning initiatives
- Manage relationships between schools and industry partners as it relates to creating and sustaining 21<sup>st</sup> century career pathways for Los Angeles students
- Plan and manage the annual Principal for a Day and Executive for a Day campaigns
- Provide support to the L.A. Regional STEM hub
- Analyze, measure and track programming and scope of work
- Produce high caliber professional style memorandums and written correspondence
- Produce professional summary reports of meetings and events
- Serve as support personnel on special projects
- Assist in maintaining participant databases
- Perform other duties as assigned by the Director of Business Education Partnerships
- Demonstrates a commitment to the Chamber in all work produced

**Requirements**

- Bachelor's degree required
- Minimum two years related work experience

- Knowledge of local and state education landscape, including K-12 education policy, the LAUSD school system and linked learning community
- 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 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
- Bi-/multi-lingual capabilities preferred
- Demonstrate proficiency in Microsoft Office applications and database technologies

**Salary Range:** Commensurate based on experience.

*Qualified applicants should e-mail resume to Bridget Netter, [bnetter@lachamber.com](mailto:bnetter@lachamber.com).*