

## ***Job Description*** ***Business Services Coordinator***

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 Services Coordinator will report to the Vice President of Education and Workforce Development. This position will support the Division's Sector Intermediary Collaboratives and Workforce Development programs 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**

#### **Partnership Engagement/Intermediary Functions:**

- Provide leadership to help define program goals and strategies;
- Provide outreach and coordination of business and employer companies;
- Work with targeted companies to identify needs, competencies and the desired attributes of its future workforce;
- Ensure these needs are clearly and regularly communicated to our educational partners;
- Help align current educational programming across systems (K12, Community College, WIA, and 4-year institutions) to develop clearly defined and articulated pathways;
- Work with targeted Chamber companies to provide internships and employment opportunities; and
- Assist and engage employer partners with curriculum development and program design.

**Program Coordination:** Organizes meetings, events and programs; produces summary reports of meetings and events; track roles and responsibilities; maintain databases and contact records; coordinates website updates and creation of marketing materials; sets and meets project priorities and deadlines.

**Event Planning:** Provides leadership and support for designated employer programming and events including, but not limited to, logistical and operational support; event and meeting correspondence; program organization, coordination, and implementation; produces high caliber professional style memorandums, written correspondence, meeting minutes, and marketing copy.

**Employer Outreach:** Assists with business recruitment, and serves as a business services liaison. Will be responsible for business engagement, coordinating, attending and executing job

fairs and employer engagement events.

**Additional Support:** Serves as support personnel on special projects, works directly with Vice President and Director of Education and Workforce Development to support staff and partners to ensure quality, performs other duties as assigned by supervisor or designee.

**Requirements**

Bachelor's degree preferred

Experience with planning and managing events

Strong written and verbal 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
- Experience working with diverse groups of partners, volunteers and stakeholders
- Tech savvy. Not afraid to try new technologies.

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

*Qualified applicants should e-mail resume to Alma Salazar asalazar@lachamber.com.*