



## Workforce Development Specialist

***Are you an experienced program manager who is eager to support young people as they grow into science leaders who make a difference in our community and world?***

To inspire the next generation of science leaders, Ocean Discovery Institute creates learning experiences for young people traditionally excluded from science due to race, income status, and educational opportunity. Our students will join high-paying fields, break generational poverty, and change the future of science. Founded in 1999 and through the ongoing support of all our stakeholders, Ocean Discovery students increase belief that they can become scientists, and our partnering schools demonstrate statistically significant higher achievement on state standardized tests. Through our leadership programs, 90% of participants earn a college degree within six years. Among these students, 77% earned science and related degrees, and 42% attained science and related careers. Because of this, we received the *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*, our nation's highest honor for advancing the participation of underrepresented groups in STEM. Today, we have a \$2.8 million annual operating budget, with ~25 employees serving 6,500 young people each year. We are growing to serve over 10,000 annually and operate from our Living Lab in City Heights. For a look at our programs and impacts, please view our video: [Organizational Video - YouTube](#).

Our values guide our students, families, team and supporters and our core competencies reflect our culture and values; it is essential all team members exhibit the following:

### ***Organizational Values***

We love learning  
We choose leadership  
We believe in community  
We stand for justice  
We imagine possibilities

### ***Core Competencies***

Community Driven, Approachable, Trusted & Demonstrates Integrity,  
Committed to Work Systems, Action Oriented, & Organizationally Agile  
***Leadership Competencies***  
Motivates Others, Manages Strategy and Process,  
Develops Direct Reports

Ocean Discovery is an Equal Employment Opportunity/Affirmative Action Employer and deeply understand that diversity, inclusion, and belonging among our teammates is essential to our success. Our goal is to be a diverse workforce that is representative, at all job levels, of the community serve.

### ***Position Summary***

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The **Workforce Development Specialist** plays a crucial role in supporting the organization's mission by guiding students towards meaningful careers in science and science-related fields. This individual will work to develop, implement, and oversee career pathways, mentorship programs, and professional development opportunities to ensure participants gain the skills, experience, and networks needed to enter the workforce and thrive.

### ***Duties and Responsibilities***

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#### ***Strategy and Leadership***

- Develop annual strategic objectives and key results to increase the impact of college and career initiatives, including growing alumni engagement through critical communications and events.
- Manage and engage the Alumni Advisory Council as crucial contributors, leveraging members' collective experience and expertise to advance the organization's mission.
- Initiate and manage highly positive relationships with businesses, research and academic institutions, community organizations, and government agencies to create career opportunities for program participants.

- Contribute to developing a positive organizational culture by role modeling Ocean Discovery values and core competencies.
- Participate in obtaining and stewarding funds (e.g., writing grant reports and facilitating program visits).
- Provide leadership for organizational events and serve as an ambassador at external events.
- Because of the organization's size and nature, other duties will be required on *ad hoc* basis.

#### *Program Development*

- Collaborate with the Leadership Program Team in developing, evaluating, updating, and implementing program curriculum, policies, and procedures as necessary.
- Work collaboratively to design and develop college and career programs that align with participant interests and create a robust STEM workforce pathway.
- Conduct regular strategic analysis of the STEM industry landscape.
- Identify gaps in students' skills to recommend and coordinate program components to address findings (e.g., workshops, certification programs, and additional training).

#### *Program Implementation*

- Ensure program activities and goals adhere to Ocean Discovery's Education Foundation and drive desired outcomes.
- Build and manage partnerships with professionals, industries, and organizations to provide students with mentorship, internships, and hands-on experience in their fields of interest.
- Manage and maintain Ocean Discovery's Job Board with internships and career opportunities.
- Organize and deliver workshops or individual coaching on relevant topics such as networking, professional etiquette, resume writing, job interviewing, and other essential skills needed for employment.
- Work closely with students to understand their interests and provide personalized guidance on higher education, career guidance pathways, higher education, and professional development.
- Support Ocean Leaders in pursuing educational opportunities leading to post-secondary completion and career success.
- Facilitate case management of Ocean Leader alumni, including pairing students with summer career pathway opportunities and providing career transition support services.
- Facilitate mentor relationships between students and STEM professionals.
- Track and ensure accuracy of participant data and records and utilize data to inform program development and enhancement.
- Provide leadership and support for all Ocean Leader programs (high school through career), including weekly evening program sessions, intensive summer science programs, and field trips.
- Assist/Support participant recruitment and retention efforts across Leadership Programs.
- Serve as "Manager on Duty" to prevent and respond to potential hazards and incidents during programs.
- Live with and ensure the overall well-being of participants during residential programming (e.g., college trips, conferences, and summer programs) as needed.
- Maintain the safety of participants during aquatic activities, including swimming and snorkeling, when supporting summer programs.
- Attend training, coaching, and professional development/conferences as necessary.

### **Position Qualifications & Requirements**

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#### *Knowledge & Abilities*

- Bachelor's Degree with 5-10 years of relevant experience
- Demonstrated commitment to and passion for advancing equity in education and the STEM workforce
- Lived or learned experienced working with young people traditionally excluded from science because of race, income status, and educational opportunity

- Strong project management skills with the ability to manage multiple partnership and program initiatives
- Knowledge of and experience in supporting first-generation college students along their academic, personal, college, and career pathway
- Proven ability to build and maintain trusted relationships with young people and their support networks (e.g., families, mentors, advisors, employers)
- Proven ability to build and maintain productive partnerships with diverse colleagues and external audiences
- Strong interpersonal skills and the ability to motivate, excite, and inspire others.
- Highly motivated self-starter with strong critical thinking and decision making skills
- Well organized, ability to meet deadlines, detail oriented; possesses good judgement and common sense
- Bilingual in language spoken in the City Heights community (e.g., Spanish, Vietnamese) highly preferred
- Excellent computer skills, including a high degree of proficiency in Microsoft Office software

#### *Other Requirements*

- Proof of COVID-19 vaccination
- Pass a fingerprinting / background check and complete a Tuberculosis assessment
- CPR and 1st Aid certified (if not, will need to obtain upon hire)
- Valid Driver's License, vehicle insurance, clean driving record, and reliable transportation
- Experience leading residential programming or overnight trip and travel preferred
- Strong swimming skills preferred
- Comfort driving students and maintaining a California Driver's License with Passenger Endorsement preferred.

#### **Time Commitment & Compensation**

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- Start Date: November 18<sup>th</sup>, 2024
- Full Time Position (Hourly Non-Exempt)
- 40 hours per week, Mon-Fri
- Pay: \$30 - \$35 per hour

#### **Work Environment and Physical Requirements**

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Work is performed in an office setting with time regularly spent in classroom, outdoor, and natural settings. Schedule is generally Monday-Friday. Weekends, evenings, or early mornings may be required for periodic programs and events, and/or to coordinate program logistics (e.g., rain cancellation), and during off-hours alarms (intrusion and/or fire). Ability to remain stationary at desk and operate computer/electronic equipment 6-8 hours per day; occasionally lift, carry, and position objects weighing up to 35 pounds; move around indoor and outdoor education spaces, including uneven surfaces for up to 6-8 hours; occasionally move around the office to access files, office equipment; answer phone calls to coordinate programs and answer questions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **To Apply**

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Submit resume and cover letter to Susan Tillman at [stillman@oceandi.org](mailto:stillman@oceandi.org) by October 28<sup>th</sup>, 2024.