



## **Monterey Bay**

ECONOMIC PARTNERSHIP

### **Workforce Development Assistant Position Description Part Time Opportunity**

#### **About the Organization**

The Monterey Bay Economic Partnership (MBEP) is a nonprofit membership organization consisting of public, private and civic entities located throughout the counties of Monterey, San Benito, and Santa Cruz. Our mission is to improve the economic health and quality of life in the region.

Our Workforce Development Initiative seeks to create positive change through collaborative approaches that bring new resources to the region, amplify the impact of best practices, assist with startups, and expanding companies and help better align education with job sectors.

#### **Position Summary**

MBEP seeks a part-time Workforce Development Assistant to support the Director and Program Manager in advocacy surrounding MBEP's workforce initiatives. This is a task-oriented position that requires attention to detail and effective communication to deliver first-class results. Proactive planning, organization, and critical thinking are core competencies for this role. Someone who has knack for sales and has a 'go-getter' attitude will thrive in this position!

Work hours are flexible. Must have reliable transportation throughout the counties of Monterey, San Benito, and Santa Cruz.

#### **Job Duties & Responsibilities**

- Promote Monterey Bay Internship (MBI) website and improve student registration

size and engagement with the site through recommended tactics that may include tabling events at colleges, classroom presentations, etc.

- Develop mechanisms to assist students in understanding career and internship resources available to them
- Monitor, measure, and optimize on-campus engagement tactics by researching the best social channels to increase visibility for both MBI and career resources
- Create mechanisms for evaluation of engagement systems and activities and make recommendations to improve effectiveness
- Utilize tools through various software programs, including advocacy tools, surveys, and database management
- Assist with research projects; research best practices for workforce development and labor market information
- Create and post content on the MBI and related social media platforms
- Attend staff meetings and networking events when applicable
- Other duties as assigned

### **Desired Skills & Experience**

- Background in higher education, career services, and/or employment services, etc. desired, but not required
- Desire to work collaboratively and develop partnerships in the community with students, college staff, and employers
- Understanding of social media and ability to execute social media strategic plan on all platforms including Facebook, Instagram, Twitter and LinkedIn
- Basic understanding of MS Office Suite (Outlook, Word, PPT, Excel)
- Ability and desire to learn new software
- Detail oriented with strong attention to follow-through
- Strong writing and communication skills
- Ability to manage multiple projects, prioritization of tasks, and meet deadlines
- Strong teamwork and interpersonal skills
- Ability to work in a non-partisan environment

### **Classification**

Part-time employee, approximately 20 hours per week, hourly wage will be based on experience (\$12-18 per hour).

**Qualified candidates are encouraged to send a resume and cover letter with subject line: Workforce Development Assistant Position to:**

**Hayley Mears at [hmears@mbep.biz](mailto:hmears@mbep.biz)**