



## JOB DESCRIPTION PROGRAM COORDINATOR

**Job Type:** Full-time

**Please forward resume to:** Emerald Cities Collaborative  
Attn: Office Manager  
[admin@emeraldcities.org](mailto:admin@emeraldcities.org)  
1140 Connecticut Ave., Suite 900B  
Washington, D.C. 20010

### Organizational Background

The Emerald Cities Collaborative (ECC) is a national non-profit organization comprised of labor unions, community organizations, social justice advocates, development intermediaries, research and technical assistance providers, and socially responsible businesses. ECC partners are united around the goal of building high road – sustainable, just and inclusive – regional economies. The Collaborative envisions a future in which American cities are the greenest and most equitable in the world, leading the way to head off global climate change while creating a vital new economic sector with low-income and communities of color as central actors and beneficiaries in this new economy. Visit our website for more information: <http://www.emeraldcities.org/>

### EC-Los Angeles

EC-Los Angeles works to ensure that southern California implements equity-focused sustainable development projects by connecting residents and businesses from disadvantaged communities to jobs and contract opportunities in energy efficiency, renewable energy and green infrastructure. Specifically, EC-LA is the workforce education and training implementer for the Southern California Regional Energy Network (SoCalREN), a network of over 100 government agencies. SoCalREN is organized to provide project development, financing and workforce services to government agencies to help meet California's energy efficiency goals. The three major programs include: 1) E-Contractor – an academy, a series of workshops and coaching services for minority, women and disadvantaged contractors in green building skills, 2) ACES – a high school program that provides high school and college credits and industry skills certificates in energy-related fields; and 3) GPC - a workforce training program for emancipated foster and homeless individuals in energy efficiency. ECC is also developing a high school-college program in clean water.

### **Position Description:**

The Program Coordinator is an employee of Emerald Cities Collaborative and helps to implement, coordinate, and market Emerald Cities Collaborative (ECC)-Los Angeles' program initiatives. The position reports directly to the LA Program Director but is part of the larger SoCalREN program team. The Program Coordinator will help conduct outreach for the new energy efficiency training targeted to transitional foster youth; conduct and manage the notification, registration, and materials distribution for ECC events, training

seminars, and conference participation; develop collateral materials for program initiatives, and update fact sheets, data reports, and program website content.

### **Job Duties and Responsibilities:**

#### **Emerald Cities Collaborative**

- Participate in national team meetings
- Collaborate and knowledge sharing with other Emerald Cities chapters

#### **SoCalREN**

- Scheduling, staffing, and maintaining basic documents such as agendas and minutes for SoCalREN meetings and working groups;
- Working with REN contract managers to assure compliance with their requirements
- Staffing EC-LA consultant team meetings
- Assist with monthly and quarterly reporting

#### **Green Path Career (GPC) Program**

- Conduct outreach to transitional aged foster youth and identify students interested in participating in the GPC Program.
- Track and monitor the enrollment, training and placement of participants
- Prepare reports that provide demographic profile of participating youth, number of enrolled participants, employers, and job placements.
- Conduct training workshops regarding resume building, interview preparations and job search assistance.
- Help develop collateral materials for program initiatives, and update data reports and program website content.
- Provide case management support.
- Other miscellaneous duties as assigned

#### **Qualifications:**

- Bachelor of Arts/Science with 3-5 years experience working with at-risk youth; Masters preferred
- Associate Degree acceptable with 5-7 years of related professional experience
- Detail oriented with proven administrative/management skills
- Communicate effectively - verbally and in written form
- Ability to work under pressure and to multi-task - organize and track multiple contractor trainings, campus schedules, enrollment procedures, and student achievement.
- Takes initiative and ability to work independently
- Act judiciously under pressure and adhere to established protocols and procedures at all times.
- Use the Microsoft Office software to perform presentations, tracking, desktop publishing, and other professional software

**Salary and Benefits:** Commensurate with experience.

Emerald Cities Collaborative is an equal opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.