

**California EDGE Coalition  
Position Announcement – Program Manager**

<b>Position Title:</b>	Program Manager
<b>Location:</b>	Remote Work and Downtown Sacramento, CA
<b>Employment Status:</b>	Full-Time Exempt
<b>Reports to:</b>	Executive Director
<b>Compensation:</b>	Competitive Compensation and Benefits Package (Includes CalPERS) <i>Compensation Depends on Experience</i>
<b>Submission Deadline:</b>	Open until filled

The California EDGE Coalition unites business, labor, social justice, education and workforce organizations to build a broadly shared prosperity for all Californians. We share a commitment to the idea that post-secondary education and training is the doorway into economic mobility for individuals and communities. Our coalition believes that when all individuals have the opportunity to develop the skills and abilities needed in today's labor market, California will be positioned to thrive and prosper based upon the diversity, skills, and strength of its people.

Working under the leadership of the Executive Director, the Program Manager is responsible for timely completion of contract deliverables and reporting. Further, the Program Manager is responsible for producing awareness events such as informational briefings under the direction of the Executive Director. All duties are focused on closing California's education and workforce skills gap to achieve greater equity, a broadly shared prosperity, and economic mobility for all Californians.

**Responsibilities:**

- Organize events including briefings for policymakers and other stakeholders to further their understanding of policy and practice related to workforce education and training
- Develop written and verbal communications to raise awareness and advance priorities
- Build and maintain relationships with various stakeholders and organizations
- Respond to requests for information from partners, stakeholders, and the public
- In partnership with the Executive Director, lead in the development and achievement of programmatic goals
- Ensure the timely completion/submission of contract reporting and high-quality deliverables
- Represent EDGE in the community by attending various meetings and events
- Deliver presentations
- Conduct outreach and engagement
- Participate in statewide committees and workgroups
- Collaborate with the Policy Director

- Attend events throughout the Nation (virtually and in person once COVID-19 restrictions are lifted)

**Desired Qualifications:**

- Three years of experience as a program manager or equivalent position leading programs
- Commitment to social justice and shared prosperity for all Californians
- Understanding of policy and advocacy
- Understanding of workforce development policy and programs
- Excellent written and verbal communication
- Proven success in a management role with ability to oversee diverse project deliverables and implement program goals and objectives
- Ability to thrive in a small team
- Highly organized and detail-oriented
- Proficient in Microsoft Word, Excel, and Outlook
- Willing to travel and work occasional evenings and weekends
- Experience with collaborative partnerships

**How to Apply – Open Until Filled**

Please submit the following via email to [info@caedge.org](mailto:info@caedge.org) with "Program Manager" in the subject line:

- Cover letter
- Resume
- One or two page writing sample
- Three professional references

**Only applications submitted by email will be reviewed.**

**No phone calls or walk-ins please.**

**The Community College League of California is the California EDGE Coalition's fiscal sponsor.**