

## Program and Support Analyst

**FLSA Status:** Exempt

**Location:** Primarily remote within the Sacramento area, with required in-person meetings once per month and as needed.

**Starting Salary Range:** \$70,000 – \$80,000

**Benefits include, but are not limited to:** CalPERS, health/dental insurance, and over 50 days of paid time off.

**Reports to:** Chief of Operations and Programs

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### Organization Overview

The California EDGE Coalition unites business, labor, social justice, education, and workforce organizations to build a broadly shared prosperity for all Californians. We believe that post-secondary education and training serve as the gateway to economic mobility for individuals and communities. EDGE is committed to advancing policies that create equitable education and workforce systems, ensuring that all Californians, especially those historically underserved, have access to economic opportunities.

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### Position Overview

The Program and Operations Analyst plays a key supporting role at EDGE, working closely with the Chief of Operations and Programs to ensure the effective coordination and execution of internal systems and external initiatives. This position spans both operational and programmatic functions, supporting document development, event logistics, contract deliverables, and external engagement. The ideal candidate brings attention to detail, strong communication skills, and the ability to manage multiple projects independently in a fast-paced environment.

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### Core Competencies

- Independently delivers high-quality work in a timely, prioritized way
- Manages tasks within individual workstreams
- Identifies problems and generates possible solutions

- Uses processes that are not always clearly defined to solve problems of moderate scope
  - Proactively cultivates key relationships
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## **Core Responsibilities**

### **Program & Operations Support**

- Assist in the creation, proofreading, and editing of internal and external documents.
- Manage timelines and systems for the completion and submission of grant and contract reports.
- Support operational efficiency by helping build and refine internal tracking and documentation systems.
- Provide logistical and notetaking support during meetings, ensuring timely follow-up on action items.

### **Event Planning & Execution**

- Coordinate logistics for in-person and virtual events, including registration, materials preparation, technology support, and venue/vendor coordination.
- Provide on-site support during convenings and briefings to ensure smooth execution.
- Collaborate across teams to align events with strategic and contractual objectives.

### **Communication Support**

- Assist in the implementation of EDGE's social media and communications strategy, including content development, drafting posts, and scheduling.
- Coordinate with staff to promote events, initiatives, and key milestones through digital platforms.

### **External Engagement & Policy Coordination**

- Provide logistical and planning support for briefings and other events.
- Help prepare materials and presentations to advance understanding of EDGE's programmatic efforts.
- Coordinate outreach and follow-up with partners and the community to support engagement strategies.

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## Qualifications

- 2–4 years of experience in nonprofit, policy, education, or workforce development environments preferred.
- Strong organizational skills and ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Experience with event planning, social media, and communications preferred.
- Knowledge of or interest in workforce policy and/or equity-centered organizational work.
- Proficiency in Microsoft Office, Google Workspace, and basic design tools (e.g., Canva, Adobe suite) is a plus.

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## Compensation and Benefits

- Competitive salary within the starting range above, commensurate with experience.
- Comprehensive benefits package including health, dental, vision, paid time off, and retirement.
- Flexible work environment with remote work options.

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## How to Apply

Please submit the following via email to [info@caedge.org](mailto:info@caedge.org) with “Program & Support Analyst” in the subject line:

- Cover letter
- Resume
- 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.*