



**ORANGE COUNTY UNITED WAY**  
Workforce Engagement Specialist (F/T) –  
**COMMUNITY IMPACT**  
**JOB DESCRIPTION**

**SUMMARY**

We are redefining workforce development in Orange County and looking for a creative, collaborative, and goal-oriented team member to help lead this charge! The Orange County United Way (OCUW) is hiring a Workforce Engagement Specialist who is deeply committed to and passionate about positioning underserved students and under/unemployed workers on a path to career success.

This individual will play a lead role in developing and implementing an employer engagement pipeline to advance two of United Way's Initiatives -- *Youth Career Connections* Education Initiative and the *Workforce Development* Income Initiative. This dynamic individual will work with existing United Way corporate partners/donors and organizations to cultivate new partnerships to train, prepare and develop California's future workforce; raise visibility in the community; get fresh perspectives from participants and other stakeholders to continuously improve programs; and grow with our teams.

**PURPOSE OF POSITION:**

The Workforce Engagement Specialist will align and support Orange County United Way's (OCUW) FACE 2024 plan to systemically cut the high school dropout rate by 50% and reduce family financial instability by 25%. The Workforce Engagement Specialist will work with United Way's Development team to innovate and streamline employer engagement to generate job training, career awareness and identify potential funding opportunities. Additionally, this individual will support active and engaged United Way partners, identifying ways to increase or maximize volunteer time.

This position seeks to ensure that every person in our local workforce, especially the most underserved, is provided with the necessary educational and professional support to thrive. This person will strengthen the talent pipelines of Orange County's leading businesses and the four fastest growing industry sectors—Information Technology; Health; Engineering and Advanced Manufacturing; and Arts, Media & Entertainment—by securing corporate partner commitments to:

- Participate in work-based learning opportunities (i.e. internships, teacher externships, field trips, industry learning panels and corporate speakers at the school level) in collaboration with the Workforce Readiness Program Manager for the Education Team; and
- Participate in workforce development efforts that lead to job placements and apprenticeships for clients for the Income Team.

The position is full-time (37.5 hours/week) and reports to both the Director of Education and Work-Based Learning and the Director of Housing and Income. Our initiatives are growing, so we are looking for a go-getter who is just as excited to grow with us as they are to grow our workforce.

**MAJOR AREAS OF RESPONSIBILITY:**

This individual will be responsible for

- Establishing partnerships with workforce development agencies, small and large businesses and community organizations
- Securing agreements that support:
  - Work-based learning opportunities such as Corporate speaking, teacher externships, student internships, industry learning panels, field trips for OC high schools; and
  - Apprenticeship and job placements opportunities that lead to family sustaining wages
- Other responsibilities include
  - Establish partnership with local chambers of commerce and workforce development agencies;
  - Act as an internal liaison between the OCUW Development and Community Impact teams, conduct trainings and facilitate communication between departments;
  - Serve as a contact for existing United Way partners, providing information to support strengthening the Kindergarten-career workforce development pipeline, as well as high-level information regarding other United Way initiatives, as relevant.
  - Collaborate on data collection and evaluation;
  - Provide staff leadership to OCUW's Corporate Engagement Cabinet, a leadership group, committed to strengthening our local workforce pipeline; and
  - Work with the Analytics Officer to develop quarterly presentations/reports to program partners and United Way staff on:
    - Job trends in Orange County
    - Workforce skills gaps – training requirements and standards

The requirements listed below are representative of the knowledges, skills, and/or abilities required to effectively fulfill the responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **JOB REQUIREMENTS:**

- Must have a minimum of 4 – 5 years of experience in workforce development, business development or related field.
- Must have background in and/or knowledge of:
  - Working with Chambers of Commerce and Workforce Investment Boards (WIB);
  - Corporate perspective;
  - Human Resources; and
  - Orange County's landscape of workforce development efforts;
- Minimum of an undergraduate degree; preferred master's degree in business administration or related field.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Community Served - Priority will be given to applicants with knowledge of/experience working with business/industry, key decision-makers, community partners or stakeholder groups, etc. from the Orange County region.
- Working knowledge of regional occupation programs, career technical education, and career-themed pathways is a plus.

##### **Skilled in:**

- Achieving outcomes – Must be results-driven and able to demonstrate a history of meeting goals.
- Relationship building – Experience in building and maintaining relationships with business, education, and community partnerships is critical.
- Organizational management– Excellent project management and multi-tasking skills.
- Communications – Superior interpersonal, oral and written communication skills.
- Problem solving – Collaborative in planning, decision-making, and seeking various solutions to resolve issues.
- Sales driven – Develop quick product knowledge around these two initiatives, strategic prospecting skills, active listening, and ability to overcome obstacles to secure opportunities.
- Ability to work independently, yet is highly team oriented to support both programs.

### **COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. The Orange County United Way offers a competitive benefits package, including health, vision and dental insurance and a 403(b) retirement program.

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Workforce Engagement Specialist. The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, and reach with arms and hands. Vision abilities required by this job include close vision. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer.

### **Work Environment:**

These work environment characteristics are representative of the environment the Workforce Engagement Specialist will encounter. The noise level in the work environment is usually moderate.

**Send resumes to:**  
**Orange County United Way**  
**18012 Mitchell South**  
**Irvine, CA 92614**  
**[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)**