



## JOB DESCRIPTION

### Job Title: Academy Director

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Reports to:	President / Executive Director	Dept:	Workforce Development
FLSA Classification:	Non Exempt PT	Entity:	OneOC Core
Supervises Others:	Yes		

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#### SUMMARY:

The Academy Director will provide day to day management of trainees, programming and company partnerships for Oscar & Ma's work force development academy. Workforce initiatives may include creating trainee curriculum, defining projects in collaboration with senior management, facilitating peer network activities, fellowships, providing technical assistance, and workforce expansion projects. This position will represent in current and new workforce development activities and represents the organization to partner and collaborative projects.

**LOCATION:** Orange County, California

#### PRINCIPAL FUNCTIONS:

- Provide strategic, technical, and project management support for O&M Academy workforce strategies and initiatives, such as Human Resources/Workforce Development Directors Peer Network.
- Oversees the identification and dissemination of evidence-based and promising practices of trainee educational platform and project success rate.
- Consult with and provide subject matter expertise to O&M staff teams on an ongoing basis to implement consistent workforce development activities in their workplans.
- Provide consultation and meeting and event facilitation services for O&M staff teams to support workforce development activities with the Training and Learning team on the development, dissemination, and marketing of O&M Academy to community.
- Represent O&M Academy to groups and stakeholders leading or engaged with national workforce efforts in the area of social and economically sustainability.
- Gather relevant data to inform program design and develop a series of evaluation instruments to collect process and outcome evaluation.
- Manage budgets, prepare, write reports, and support the evaluation of project activities and outcomes.
- Supervise staff as assigned including setting objectives and managing performance, coaching and providing feedback, supporting staff development, and fostering a positive and inclusive work environment.
- Help trainees of all life stages cope with and solve everyday problem
- Advocate for and develop plans to improve trainees' well-being
- Research and refer trainees to community resources
- Respond to trainees in crisis situations
- Document, report and follow Human Resource policies
- Perform other duties as assigned

**QUALIFICATIONS:**

- Bachelor's Degree in Social Work/ Psychology or relevant field of study
- Experience in state/local governmental community work force development programs
- At least 5 years progressive experience supporting leadership, training or workforce programs
- Organization skills to support or manage multiple projects and deadlines

**SPECIFIC SKILLS NEEDED – TECHNICAL AND BEHAVIORAL:**

- Strong written and oral communications skills
- Proficient in Microsoft Word, Excel, PowerPoint and Zoom.
- Determine cross applications and information others should know
- Ability to work within a team, independently and follow directions to complete tasks in a timely manner
- Ability to facilitate virtual sessions with professionalism, sensitivity, and diplomacy under pressure
- Active Listening — Give full attention to what other people are saying, take time to understand the points being made and ask questions as appropriate
- Demonstrated ability to convene and collaborate with multiple parties with varying interests and priorities
- Leads with empathy and compassion.

**COMPUTER & EQUIPMENT SKILLS:**

- Comfortable using technology software applications daily, including but not limited to: MS Office Suite, Salesforce, HandsOn Connect, Formstack, Zoom, etc. Willingness to learn new systems.
- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment.

**PHYSICAL JOB REQUIREMENTS:**

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to ten pounds regularly and twenty-five pounds occasionally.
- Safely drives own vehicle for business purposes; drives rented vehicles, (e.g., U-Haul trucks), up to twenty-six feet for projects as needed.
- Exposed to typical office environment conditions and noise levels.
- Willingness to travel for offsite events.

**MENTAL AND REASONING REQUIREMENTS:**

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply, and implement established processes, practices, and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Able to present effective and compelling messages to individuals, groups, and the public.

**Please send resume to [czielke@ocscarandma.com](mailto:czielke@ocscarandma.com)**