



EMPLOYER RELATIONS LIAISON Project Coordinator 7

Under the direction of the Director of Strategic Partnerships, the Employer Relations Liaison (ERL) will support one of the ten community colleges in San Diego and Imperial Counties to increase and improve employer engagement with the goal of increasing student access to high-wage, high-demand careers. The key metrics for success are: 1) increasing work-based learning opportunities for students, 2) increasing student jobs and employment outcomes, and 3) developing approaches that are more responsive to employer's immediate training needs. The Employer Relations Liaison must be someone who is passionate about increasing social mobility for community college students, workforce and economic development and connecting industry to education. The Employer Relations Liaison will be assigned to the Regional Consortium team and will be employed by the Foundation for Grossmont & Cuyamaca Colleges. One Employer Relations Liaison will be assigned to Grossmont College and one will be assigned to MiraCosta College.

For more information about Career Education programs in the San Diego and Imperial Counties region, visit careered.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with leaders at the college to create and carry out a plan to increase work-based learning and job placement of career education students into high-wage, high-demand careers. Identify equity gaps implement strategies to increase student outcomes.
- Develop and maintain relationships with new and existing industry, community college and community partners to create and support programs that provide students with work-based learning (i.e. job shadows, company tours, internships) and employment opportunities that align with Career Education programs at the college.
- Collaborate with regional and community college teams to strategically engage stakeholders including key faculty, student services personnel, employers, K-12 partners, Employment Development Departments, Workforce Investment Boards, trade/industry associations and other relevant partners.
- Utilize labor market information to strengthen and develop relationships with current and future employers and industry partners.
- Understand and effectively communicate the benefits of collaborating with community colleges to address industry and employer needs, and collect data from employers related to job requirements and skills.
- Serve as the liaison between community college, employers, industry, and community in coordinating various work-based learning and educational activities that promote career pathways.
- Identify and connect employers and industry needs with relevant career education community college programs.
- Collaborate with the community college employer engagement team to development and implement effective work experience opportunities for students including internships and apprenticeship models.
- Support alignment of career education programs with industry needs and industry recognized credentials, creating pathways to credit-bearing certificates and degrees.



KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be a team player
- Exceptional interpersonal skills, must be comfortable communicating with industry partners at various occupational levels
- Must be comfortable and experienced in working with diverse populations
- Create and manage work plans and ensure up-to-date program reporting
- Must be skilled in networking and building relationships
- Strong presentation skills
- Ability to utilize technology (CRM) for daily work
- Exceptional computer skills
- Ability to strategically align stakeholders in developing a shared vision
- Self-starter who takes initiative
- Experience writing well-organized, data driven progress reports
- Ability to effectively manage multiple priorities
- Plan, coordinate, and assist with events focused on industry and community college needs
- Ability to work and manage projects independently in an unstructured environment
- Ability to professionally represent the community colleges and regional employer engagement team

DESIRED QUALIFICATIONS:

- Three years of work experience in education, job placement, career education programming, education, sales, business development or related fields.
- Proven ability to work with diverse populations.
- Associate's Degree or an equivalent combination of education and work experience.

COMPENSATION & BENEFITS:

- The starting salary for this full-time position is \$76,908 per year ([Project Coordinator 7, PS 17](#)), with fully covered benefits for employee and dependents.
- Membership in CalPERS retirement system (vested after 5 years).
- Continued employment in this position is dependent upon available funding, needs of the program, and satisfactory performance.



WORKING CONDITIONS:

ENVIRONMENT: Office, home-office, campus, and off-site environment; driving or ride in a vehicle to conduct work; regular interruptions.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work. Offers of employment are contingent upon successful fingerprint clearance.

LOCATION:

This position is remote and home-based, however the Employee Relations Liaison will be required to regularly work in-person at the assigned college, at meetings around the region and at networking events. The Employee Relations Liaison can expect to attend in-person meetings daily during busy periods. A laptop, monitor and office supplies will be provided to staff, a monthly technology stipend is also provided.

APPLICATION PROCESS:

Please apply by **April 10, 2026**. To apply email your resume, cover letter and answers to the supplemental questions below to Auxiliary.Jobs@gcccd.edu. In the cover letter please highlight your qualifications for this position.

SUPPLEMENTAL QUESTIONS:

Please provide a brief answer to each of these questions. *No more than 250 words.*

1. What is your experience or knowledge of Career Technical Education?
2. What is your experience working with employers or industry representatives?
3. Describe your process in building new relationships?
4. What kind of experience do you have working with diverse groups and what have you learned from those experiences?

THE FOUNDATION FOR GROSSMONT AND CUYAMACA COLLEGES IS AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION AND TITLE IX EMPLOYER