

Scope of Work:

The **Consultant** will, provide essential support to the Inland Empire Works Board of Directors in implementing core elements of the Program. These core elements include:

- Outreach and engagement with Inland Empire water suppliers to encourage commitment as IE Works signatory agencies. Increase signatories from 5 to 10.
- Facilitate ongoing collaboration San Bernardino Valley College and Inland Empire Labor Center (IE) in work-based learning activities aligned with the utilities industry to support job seekers' current and future employment success. Support the Board in developing relationships with new partners.
- Coordinate funding and support to Interns and Receiving Water Suppliers (IEUA and West Valley) supported by JVS Youth Opportunity Grant
- Provide administrative support for the Board of Directors, to include scheduling and facilitating Board meetings, meeting minutes, data management, and technical assistance
- Coordinate with the Board of Directors, JVS, United Way and other potential partners in identifying and drafting grants to support IE Works needs and priorities.
- Provide public affairs support to promote IE Works with the Inland Empire water community, regional leaders, and the public at large.

Timeframe

Six months beginning May 1, 2025 and ending October 31, 2025.

Minimum Qualifications:

- Experience building relationships with and influencing employers; experience developing strong partnerships and navigating conflicting priorities
- Impeccable professional customer service skills with exceptional follow-up and follow-through
- Excellent written communication skills, customer service and relationship management skills
- Strong decision making and problem solving skills
- Strong project management skills; able to plan effectively and stay accountable to deadlines, both as an individual contributor and as a project lead
- Ability to work in a multi-cultural environment with diverse staff, partners and clientele
- Excellent interpersonal, oral, and written communication skills
- Strong computer proficiency
- Knowledge of Inland Empire employer and education provider ecosystem and landscape



Preferred Qualifications:

- Familiarity with water/wastewater, energy and transportation industries, as well as building and construction trades; understanding of recruiting trends in the utilities industry also a plus
- Familiarity with Salesforce or other CRMs
- Familiarity with career & technical education (CTE) programs, work-based learning and apprenticeship strategies
- Familiarity with 501(c)(3) tax status and experience working with non-profit boards
- Experience creating materials to easily explain and “pitch” complex ideas