

Program Coordinator (4722C), UC Berkeley Labor
Center - 80009
University of California, Berkeley

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Posted Jul. 29, 2025, set to expire Jun. 30, 2026

Job Title	Program Coordinator (4722C), UC Berkeley Labor Center - 80009
Department	UC Berkeley Labor Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Social Sciences - General
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The UC Berkeley Labor Center conducts research and education on issues related to labor and employment. The Labor Center's curricula and leadership training serve to educate a diverse new generation of labor leaders. The Labor Center carries out policy relevant research on topics such as job quality and workforce development, and works with unions, policymakers and other stakeholders to develop innovative policy perspectives and programs. The Labor Center provides an important source of research and information on unions and the changing workforce for students, scholars, policymakers and the public. This position offers an exciting opportunity to be part of a high-impact, high-visibility organization and to work with a nationally-recognized team of researchers, policy analysts, and educators.

Application Review Date

The First Review Date for this job is: August 8, 2025

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Responsibilities

Labor Center Organizing and Training Programs

- Day-to-day operations of Labor Center Organizing and Training Programs. Within the parameters set by the Program Director/Leads. This work entails:
 - Contributes to the development of the overall program for Labor Center Organizing and Training Programs, with support from Program Director(s).
 - Develop the logistics work plan for the execution of Internship Programs.
 - Ensures the work plan is being executed well.
- Outreach
 - With direction from Program Directors(s)/Lead(s), develops outreach plans to identify union, worker and community organizing groups whose members and future members will benefit from participation in our trainings.
 - Contributes to do outreach to sites with director from program director.
 - Under the direction of the Program Directors(s)/Lead(s), communicates with external partners about the why and how of our organizing and negotiations online courses.
 - Recruits and coordinates alumni participation in application process.
 - Ensures the internship sites are aware of and compliant with University guidelines.
- Curriculum + Program Development:
 - Works with program lead to collect curriculum.
 - Under the direction of the Program Directors(s)/Lead(s), coordinates with external program facilitators, as appropriate.
 - Under the direction of the Program Directors(s)/Lead(s), conducts community building exercises and discussions about expectations of students, host sites, and mentors.
 - Supports the evaluation of program at its conclusion.

Leadership Development Programs & Events - Outreach

- Under general supervision, (and in conjunction with Labor Center Communications Coordinator and others) develops database to be used in program/event outreach; outreach materials; and uploads material online.
- Contributes to the outreach strategy for program advertisement with direction and guidance from Program Directors/Leads.
- Creates applications for applicable programs and responds to questions regarding the application process and program logistics.
- Implements applicant tracking and reporting programs.
- Supports program communication needs.

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Leadership Development Programs & Events - Logistical Work

- Supports development of project plans and ensures timelines and budgets are adhered to per the project plan.
- Works with program presenters to ensure their materials are reproduced for participants and the presenters' equipment needs are satisfied.
- Provides logistical support to external and internal presenters, facilitators, and stakeholders.
- Ensures program in-person and virtual presentations are fully supported the day of the program.

Leadership Development Programs & Events - Program Evaluation and Reporting

- Under the direction of the Program Directors(s)/Lead(s), develops program participants' evaluation forms, and program tracking and reporting processes.
- Supports wrap up and evaluation of programs.
- Documents changes for the next program based on evaluations.
- Supports documentation, development, and delivery of program and grant reports.

Leadership Development Programs & Events - Administrative Support

- Documents administrative processes for the successful execution of programs, grants, events and initiatives.
- Identifies areas for improvement, propose solutions and supports implementation.
- Coordinates events and ensures basic program logistics (e.g. site management; food; materials) are taken care of.
- Collaborates with other program assistants to provide administrative support to the Labor Center programs.

Other administrative duties as assigned include recruiting, training, and supervising work-study students to complete some of the above tasks.

Required Qualifications

- Solid knowledge of Microsoft office suite including excel and Word and software.
- Solid knowledge of and comfort with online training tools such as Zoom and Teams, including breakout rooms, large meeting and webinar formats.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff and external constituencies, both verbal and in writing.
- Solid organizational skills and ability to work within demanding timeframes/time management

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skills.

- Ability to manage competing deadlines and attention to high levels of detail and accuracy.
- Ability to design (in close supervision with Labor Center leadership) a new project.
- Ability to manage a project including assessing when to make adjustments as the project is underway.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Demonstrated experience in event planning and coordination.
- Ability to provide audio visual support and troubleshoot moderate technical issues related to event production, staging, etc.), including Zoom.
- Ability to follow directions and work with little supervision in a fast-paced environment with shifting priorities.
- Excellent customer service orientation, initiative, and follow-up.
- Ability to interact with a diverse population in a dynamic work environment.
- Ability to listen and incorporate feedback from Labor Center program/project Leads.
- Fluent in Spanish.
- At least 3 years in a similar support position to executive level staff.

Education/Training:

- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Interest in labor issues and workforce development, program development, and social and economic justice.
- Working knowledge of common campus-specific application programs.
- Understanding of the work and activities of labor research and education organizations such as the Labor Center, and of the organized labor and community constituencies served by the Labor Center.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate

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of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$32.75 (step 4.0) - \$35.05 (step 7).

- This is a 60%, full-time (24 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state

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or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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