

# Leadership Coordination and Support

POWERED BY



California  
Community  
Colleges



Doing What MATTERS  
FOR JOBS AND THE ECONOMY

Technical Assistance Provider:

## Leadership Coordination and Support

### Coordination & Support Services Delivered

- Directly support WEDD Vice Chancellor
- Serve as primary point of contact for WEDPAC/EDPAC, California Community Colleges Chancellor's Office, Sector Navigators, and Regional Consortia Chairs
- Support communication needs
- Maintain accuracy of listservs, rosters, and websites
- Administer logistical support of meetings, online documents/pre-readings, and other coordination
- Distribute recruitment, welcome process and other information
- Manage announcements, invitations/RSVPs, and registrations
- Provide support for legislative and agency outreach
- Establish and maintain Google Docs and Google Calendar
- Answer and provide service for the Workforce and Economic Development 800 phone line
- Create materials and documents

### Key Contact

Sarah Segal | 661.362.3193 | [sarah.segal@canyons.edu](mailto:sarah.segal@canyons.edu)

*Doing What MATTERS for Jobs and the Economy invests in California's economic growth and global competitiveness through industry-specific partnerships, education, training and services that contribute to a highly skilled and productive workforce. <http://doingwhatmatters.cccco.edu>.*

*The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 114 colleges serving 2.1 million students per year. Community colleges supply workforce training, basic skills education in English and math, and prepare students for transfer to four-year institutions. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges. For more information about the community colleges, please visit <http://californiacommunitycolleges.cccco.edu/>, <https://www.facebook.com/CACommColleges>, or <https://twitter.com/CalCommColleges>.*

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