

Michael Paul Carter

Seattle WA | (980) 297-8074 | michael.paul.carter2323@gmail.com | www.linkedin.com/in/michaelpaucarter

EDUCATION & RESEARCH

University of Southern California, Sol Price School of Public Policy

Master of Public Administration

Los Angeles, CA

Sept 2019- Aug 2021

Warren Wilson College

Bachelor's in Social Work

Honors: Senior Service Award (Community Engagement)

Asheville, NC

2009-2014

Research on Green Workforce Strategies for Long Beach's Climate Action & Adaptation Plan

RELEVANT PROFESSIONAL EXPERIENCE

King County Executive Climate Office (ECO)

Climate and Workforce Development Manager

Seattle, WA

Jan 2024-Present

Lead the implementation of King County Green Jobs Strategy within the King County Executive Climate Office through policy and programmatic initiatives designed to connect frontline communities affected by climate change to living wage employment opportunities within the green economy.

- Act as a subject matter expert for King County departments and offices designing workforce development initiatives connected to their climate-impacted lines of business.
- Chief implementor for federal grants tied to workforce development or with workforce development components within the Executive Climate Office, including 598K Dept of Commerce Good Jobs Challenge Grant to support youth employment in clean energy careers.
- Budget manager for 1.2 million in program budget, grants and contracts designed to support implementing the King County Green Jobs Strategy.
- Build community and internal partnerships across county departments to diversify contracting practices surrounding clean energy deployment and support the development of policy and programmatic shifts to support diversity, equity, and inclusion.
- Managed a team of two full-time employees and five interns.

King County Dept of Natural Resources and Parks

Green Jobs Program Manager

Seattle, WA

Aug 2021-Jan 2024

Designed King County's very first [Green Jobs Strategy](#) over the course of 18 month while working to implement identified workforce development actions in King County [Strategic Climate Action Plan](#), though community partnerships and workforce development specific projects.

- Secured 800K+ in funding for initiatives tied to the green jobs strategy including workforce development programs and multisector public private partnerships
- Designed and implemented the NextGen Climate Internship Program to provide career opportunities for college students of color to be involved in climate adaption and mitigation projects within King County.
- Supervised a team of two full time staff and three interns to support implementation of the countywide green job's strategy.
- Managed multiple vender contracts to conduct local economic analysis/forecasting and community engagement efforts tied to the development of the King County Green Job Strategy which was [recognized as a leading plan nationally](#).

The Valley Economic Alliance

Economic and Workforce Development Manager

Sherman Oaks, CA

Oct 2020-Mar 2020

Develop, manage and execute business retention efforts within the 5-city service area, overseeing contracts, special initiatives, and virtual small business support events.

- Recruit, train, and supervised a team of interns to manage social media business assistance accounts and design/logistics planning for virtual events
- Develop partnership and collaboration with local and national nonprofits, industry organizations and associations to expand capacity for business services

- Increased the number of recorded served small businesses by 50% while expanding the services offered and digitizing data collection and reporting methods
- Expanded tools and engagement methods offered for business technical assistance and lay off aversion contract with Los Angeles Economic Development Corporation (LAEDC) based on researched best business technical assistance practices.

South Bay Workforce Development Board

Special Projects Development Coordinator

Hawthorne, CA

Oct 2019-Jun 2020

Performed primary grant writing and administration functions for youth-related special projects and contracts with local school districts and community colleges.

- Lead project coordinator on \$1.5 million Youth Reinvestment Grant from California Bureau of Community Corrections to support career planning and socio-emotional development initiatives for Inglewood area youth
- Primary liaison with multiple school districts on career development initiatives, including services contract formation, career guest speakers for events, and 2020 Centinela Valley High School District Career Fair.
- Responsible for all data collection and reporting for youth-related grants for South Bay Workforce Development Board
- Developed [Virtual Blueprint for Success Career Fair](#) engagement model for event attended by 350 students and 12 employers including event structure, advertising, community outreach, and partnership management.
- Developed multiple career skills and network-building instructional workshops for youth and young adults.
- Spearheaded 1.2 million grant application for career and youth development services, including research, contractor recruitment, program design, and budget structuring.

Asheville Buncombe Technical College

Coordinator Community Engagement and Supportive Services

Asheville, NC

Jul 2018-Jul 2019

Inaugural department head for community college Workforce and Adult Education Division's Community Engagement and Supportive Services Department.

- Provided training, development, supervision, data collection, and program/budget management (300K+ budget) for newly created Community Engagement and Supportive Services department.
- Supervised three full-time employees and two part-time interns.
- Managed strategic planning and growth development strategies for the program, including evaluation and reporting procedures and management strategy for 50/50 reimbursement model.
- Co-founded Service Providers Collective, a collaboration of multiple local workforce development partners to increase collective economic impact through collaboration and joint initiatives.

Asheville Buncombe Technical College

Lead Education Navigator

Asheville, NC

Sept 2017-Jul 2018

Promoted to supervisor of two additional staff members and STEP Career Resource Center to address growing program capacity. Managed emerging community partnerships with new stakeholders including employers, community organizations and county staff.

- Conducted client surveys to analyze new program resource allocation strategies based on research findings and supportive serve needs
- Completed grant applications for federal, state and local funds for training and development and participant supportive services.
- Wrote multi-tiered fundraising plan that included grant writing, business sponsorships, and individual donor cultivation, securing 170k in grant funding.
- Provided program oversight and internal monitoring for subordinate's caseloads and Career Resource Center including data reporting and evaluation
- Prepared monthly and quarterly data reports for Vice President and county Economic Services Division head
- Facilitated statewide training for community colleges on program model best practices, community engagement, and fundraising/relationship building for SNAP Employment and Training 50/50 reimbursement model

Asheville Buncombe Technical College

Education Navigator

Asheville, NC

Nov 2016-Sept 2017

Lead a [first in the state collaboration](#) between community college and county health and human services for SNAP Employment and Training (SNAP E&T) programs to provide free tuition and employment/education navigation services for low-income food assistance/SNAP recipients.

- Managed a caseload of 30+ job and education seekers while providing resources/referrals around legal assistance, housing, transportation, and childcare.
- Coordinated [summer community outreach projects](#) throughout public housing developments across the city of Asheville involving over 30 local nonprofits and attended by over 400 residents.
- Created program design, mission and vision while developing data reporting mechanisms and processes post-launch.

Asheville Buncombe Technical College*Adjunct Instructor-Continuing Education***Asheville, NC**

Jan 2016-Nov 2016

Developed adult education curriculum for workforce readiness and employment skills building for low-income adults connected to public housing or the justice system.

- Created 8-week curriculum content and visual presentations and coordinated student support services for a class of 15 adults receiving technical skills training at Green Opportunities.
- Facilitated classes on building interpersonal professional communication skills, job search skills and resume preparation

Green Opportunities*Youth Corps Case Manager***Asheville, NC**

Feb 2015-Feb 2016

Launched Workforce Innovation and Opportunity Act (WIOA) youth job training program catered toward youth of color for green workforce development nonprofit.

- Facilitated community college partnership to provide adult education services including vocational training and high school equivalency courses.
- Conducted all intake and WIOA data collection for new clients and managed onboarding and orientation for primarily justice-involved youth clients
- Established paid internship program for participants aged 18-24 within Youth Corps program engaging 10+ employers.
- Researched WIOA stipulations to write and secure successful 85K RFP and ensure adherence to state and federal program requirements.
- Created program design, client flow and directed programmatic goals for first year of operations including case management system data entry.
- Interpreted WIOA stipulations to ensure adherence to state and federal program requirements.

Goodwill Northwest North Carolina*Employment Specialist***Asheville, NC**

Sept 2014- Feb 2015

Assisted clients in open employment lab with resume & cover letter creation in addition to community resources and employment leads

- Worked one on one with dozens of job seekers daily, supporting the creation of resumes, cover letters, and job applications.
- Cultivated relationships with 20+ local nonprofits and small businesses to expand client base and community impact.
- Presented mobile employment workshops to local institutions, including schools, prisons, and housing developments.

VOLUNTEER & CIVIC LEADERSHIP

Mentorship for an Accessible Price (MAP) USC Price*Co-President***Los Angeles, CA**

May 2020-May 2021

Leader of a student-run professional organization designed to improve the number of USC Sol Price school applicants of color and from identities of difference.

- Provide leadership and organizational planning for a student-run applicant mentorship program for Sol Price School of Public Policy resulting in more than 100 mentorship matches for applicants and current students.
- Created specialized events catered to the needs of Black and Brown students at USC Price.
- Organized research, development, and promotion of policy memo and presentation advocating for increased scholarship and mentorship options for students of color and identities of difference at Sol Price School of Public Policy.

Human Relations Commission City of Asheville*Commission Member/ Chair Community Engagement Sub-Committee***Asheville, NC**

Jul 2018 – Jul 2019

Inaugural member of [Human Relations Commission of the City of Asheville](#) designed to make community focused policy recommendations to City Council.

- Attended monthly meetings, offered insight into monthly agenda items and hear public comment from multiple stakeholders.
- Met with elected officials and City staff to communicate commission priorities
- Developed community engagement plan for public outreach regarding community-based concerns from public comment.

Just Economics of WNC*Vice Board Chair and Chair of Living Wage Certification Committee***Asheville, NC**

Jan 2016-Mar 2019

Served as an active board member and fundraiser, eventually transitioning into volunteer leadership roles in a worker-focused economic opportunity organizing nonprofit in the south.

- Attended regular monthly meetings and voted to approve consent agenda and work with other volunteers on organizational priorities and goals.
- Created agenda for Living Wage Certification Committee and provided advisement on employer outreach and networking for most extensive living wage certification program in the country.