

Contra Costa County
Workforce Development Board
Youth Committee Membership Application

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Committee Member Contact Information

Organization/Company	Employment Development Department
Title/Position	Employment Program Manager I
First Name	Yura
Last Name	Yang

Street Address	
City	Concord
State	CA
Zip Code	94520
Phone Number	
E-mail	

Board Questions

What is your interest in serving as a youth committee member and your anticipated contribution to the committee?

Response

I am interested in serving as a Youth Committee member because I am committed to helping youth build career pathways and overcome barriers to employment. In my role with the California Employment Development Department, I work closely with workforce programs and partners, giving me insight into youth employment needs. I would contribute by bringing a state-level perspective, sharing best practices, and strengthening coordination between agencies. I am

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Yura Yang

PROFESSIONAL EXPERIENCE

Employment Program Manager I (EPM I) | Employment Development Department (EDD) | 07/2025 - Present

- Manage daily operations of workforce programs, ensuring compliance with federal, state, and departmental policies.
- Supervise staff by assigning work, monitoring performance, providing coaching, and supporting training and development.
- Coordinate program scheduling and workflow across teams to ensure timely service delivery.
- Utilize systems such as SharePoint, ServiceNow, and Microsoft Office tools to track workflows, improve communication, and support program operations.
- Lead development of SharePoint structures to centralize resources and standardize procedures across offices.
- Perform analytical work by reviewing program data, identifying trends, and making recommendations to improve efficiency and service delivery.
- Develop and implement procedures and tools to address operational challenges and ensure consistency.
- Resolve complex issues, provide guidance to staff, and support continuous process improvement.

Employment Program Representative (EPR) - Regional RESEA SPOC and Trainer | Employment Development Department (EDD) | 04/2021 - 07/2025

- Served as Regional RESEA SPOC and Trainer for Region 3, managing virtual RESEA operations, including high-volume processing of DE8531 forms, weekly customer communications, and attendance tracking systems.
- Improved program efficiency by developing automated mail merge tools to deliver personalized communications, increasing response rates and ensuring consistency across offices.
- Managed structured datasets to support tracking, reporting, and communication for high-volume workloads.
- Developed and delivered onboarding training for RESEA staff by creating guide cards, training materials, and standardized procedures.
- Conducted over 900 RESEA interviews, providing career guidance, job search strategies, and resume support.
- Collaborated with the Northern Division Workgroup to improve interview processes and program workflows.
- Supported Business Services outreach by developing communication strategies using mail merge tools for small businesses.

Founder / Director | IMHE | 08/2008 - 03/2021

- Independently developed, managed, and administered multiple educational programs, including International Summer English Camps, International Leadership Programs, SAT workshops, and support services for international students studying in the U.S.
- Recruited, trained, and supervised staff across programs, overseeing up to 50 staff for large-scale summer camps and smaller teams for workshops.

- Designed curricula, coordinated travel logistics, and implemented program improvements to meet the needs of students and stakeholders while operating with a high level of independence and accountability.
- Managed program budgets and operational costs, monitoring expenditures and allocating resources to support efficient and successful program execution.

Independent College Counselor | Wise College Choice | 01/2017 - 05/2023

- Directed and administered college access and admissions support services, developing individualized academic and application plans while guiding college selection and coordinating application processes with a high level of independence and accountability.
- Provided strategic advising on community college pathways and transfer options to four-year institutions, ensuring alignment with students' long-term educational and career goals.
- Planned and delivered workshops on application strategy, essay development, and financial aid for diverse student populations.
- Applied analytical and research methods to evaluate student profiles and identify best-fit institutions, developing planning tools and resources to support informed decision-making.
- Established and maintained tracking systems to monitor student progress, manage timelines, and ensure timely completion of application requirements.

Children / Youth Ministry Director | Hanael Church | 04/2002 - 06/2023

- Directed and managed youth development programs serving children and adolescents ages 5-18, overseeing curriculum, events, and services that supported personal growth and community engagement.
- Built and maintained collaborative relationships with youth, parents, and volunteers to ensure an inclusive and supportive program environment aligned with organizational goals.
- Recruited, trained, supervised, and mentored staff and volunteers, ensuring consistent service delivery and staff readiness for large-scale programs and activities.
- Planned and coordinated ongoing programs and special events, managing logistics, scheduling, and resource allocation to support efficient operations and program continuity.

EDUCATION

Bachelor of Arts in Psychology | Westminster College, Wilmington, PA

Graduate Coursework in Counseling Psychology | Holy Names University, Oakland, CA

Certificate in College Admissions and Career Planning | UC Berkeley Extension, Berkeley CA



May 14, 2026

Contra Costa WDB Youth Committee Membership Committee

Dear Selection Committee,

I am pleased to recommend Yura Yang to serve as a participant on the WDB Youth Committee.

Yura has consistently demonstrated a strong commitment to supporting young adults—particularly at-risk youth and those from low-income communities—by developing and overseeing programs that prepare participants for post-secondary education, vocational training, and meaningful career pathways. Her leadership, collaboration skills, and passion for youth development align closely with the mission and objectives of the WDB Youth Committee. In addition to workforce development experience, Yura brings several years of experience as an Independent College Counselor with Wise College Choice, where she guided students and families through postsecondary planning and educational goal setting. She also served as Youth Ministry Director at Hanael Church, mentoring and supporting youth through leadership development, community engagement, and personal growth initiatives. These experiences have strengthened her ability to connect with young people from diverse backgrounds and provide meaningful guidance during critical transitional years.

As an EDD Workforce Services Program Manager, Yura is responsible for cultivating strong partnerships with schools, community organizations, employers, and training providers to expand opportunities for youth ages 14–24. She brings valuable insight into the challenges facing underserved youth, along with a practical understanding of strategies that help young people achieve long-term success through effective case management and workforce development support.

I am confident that Yura will be an engaged and effective contributor to the committee and will help advance initiatives that positively impact youth throughout the community. Please contact me if additional information is needed at Lenis.McCalister@edd.ca.gov.

Sincerely,

L. E. McCalister
Acting Cluster Manager, EDD
Workforce Services Concord