



**PROGRAM MANAGER (WORKSOURCE)**  
**Full-Time Exempt • Location: Beacon Hill, Seattle**  
**Equal Opportunity Employer**

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services – like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

***As the Program Manager (WorkSource), what will you do?***

Working under the Deputy Director of Operations, this position is responsible for developing and implementing partnership support and evaluation plans including: defining clear milestones, communication with stakeholders, managing risks, and producing actionable feedback to partners while prioritizing equity and access for underserved communities. Demonstrate cultural competency and sensitivity to the needs of adults with multiple challenges. Track partnership performance including inputs, outputs, and deliverables. Develop and maintain strategic relationships with service providers and potential providers in implementing and managing new initiatives. Collaborate with WorkSource System partners to develop program policy procedures as needed. Develop presentation materials for meetings and workshops related to system coordination and collaboration. Serve as a catalyst for potential partnerships between stakeholders who have shared visions, goals, and can utilize each other's expertise and/or services in order to improve access to the WorkSource system for underserved communities. Advise other Site and Program Managers on policy and procedures and assist in coordinating activities. Contribute to professional development opportunities for WorkSource System partners and synthesize programmatic results for stakeholders including the SJI policy team, the Workforce Development Council, the City of Seattle, community partners, and others.

***What qualifications and experience will our Program Manager (WorkSource) bring to SJI?***

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, and leadership behavior.**
- **EDUCATION:**
  - Bachelor's Degree; social or human services focus preferred
  - Master's Degree preferred
- **EXPERIENCE:**
  - 3+ years' experience in project management or program evaluation, utilizing data to design/measure programs, completing research projects with a focus on.
  - Experience in partnership engagement, research & data analysis
  - Experience with both public and nonprofit sectors preferred.
- **OTHER QUALIFICATIONS:**
  - Ability to provide strategic consultation and support the organization and workforce development system in the formulation and implementation of strategies. Ability to advise partners in the setting and delivery of targets for performance and engagement
  - Strong communication skills, including the ability to present information and respond to questions from a diverse and sometimes competing audience
  - Excellent organizational skills, with the ability to coordinate multiple activities
  - Strong analytical skills including the ability to combine multiple sources of data to inform decision-making
  - Qualitative research skills, including immersion, interviews and focus groups
  - Ability to develop valid and reliable quantitative surveys.
  - Ability to create data visualizations using Tableau or other software.
  - Highly collaborative and adaptive, motivated, self-starter, and strategic-thinker
  - Ability to write reports, business correspondence, and procedure manuals
  - Advanced skills in the Microsoft Office suite
  - Some travel required 20% to 40% of the time
  - Reliable transportation and valid driver's license and proof of insurance required for local travel

**Salary/Benefits:** Salary Range \$51k to \$64K, company paid employee medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

**TO APPLY:** Please e-mail your resume and cover letter to: [smangune@seattlejobsinit.com](mailto:smangune@seattlejobsinit.com)