



Seattle Jobs Initiative 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 good paying, long-term work. We creatively align support services including housing, childcare, transportation and counseling with job skills training and job placement assistance.

We currently have a position available for a full-time Project Manager. The ideal candidate will be responsible for overall project management of the performance and outcomes from specific SJI partners. The Project Manager will juggle multiple priorities successfully including logistical implementation and support.

DUTIES AND RESPONSIBILITIES:

Project Management

- Manages performance and outcomes including: drafting detailed scopes of work, creating and managing budgets, defining clear milestones, creating implementation plans, managing risks, executing plans, and controlling and monitoring plans for expected outcomes.
- Tracks outcomes of each program including inputs, outputs, and deliverables.
- Develops and maintains strategic partnerships with service providers and potential providers in implementing and managing new initiatives.
- Collaborates with contract team to develop program policy procedures, as needed.
- Develops presentation materials for meetings and workshops related to assigned programs and projects.
- Drafts and disseminates related correspondence, memos, and policies/procedures.
- Responsible for project planning including: drafting work plans, roles and responsibilities, and expected outcomes for each separate program cycle.

Program Specific

- Responsible for program build-up and ramp-down.
- Provide content and design for program-related grants and sponsorship requests.
- Serve as a catalyst for potential partnerships between stakeholders who have shared visions, goals, and can utilize each others' expertise and/or services.
- Distill and distribute pertinent project information to all stakeholders in a timely manner.
- Serve as an internal champion for Career Navigators and contracted CBOs.
- Advise other Project Managers on policy and procedures, and assist in coordinating program activities.
- Motivate, inspire, and facilitate professional development opportunities for Career Navigators.
- Retrieve and synthesize programmatic results for stakeholders including the SJI policy team, CBOs, community colleges, the City of Seattle and others.
- Travels 20%-40% of the time.

QUALIFICATIONS AND EXPERIENCE:

- Excellent organizational skills, with the ability to coordinate multiple activities.
- Intermediate skills in the use of MS Office Excel, advanced skills preferred.
- Ability to write reports, business correspondence, and procedure manuals.
- Strong communications skills, including the ability to present information and respond to questions from a diverse and sometimes competing audience.

- Strong math skills including the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Basic understanding of adult learning theory and application with experience in training, group facilitation skills, and transfer of skill to competency development in a real-world environment.
- Bachelor's degree; social or human services focus preferred. Master's degree preferred. An equivalent combination of education and experience will be considered.
- 3 + years project management experience.
- 3 + years' experience working with students/program participants in a community college setting, worker re-training program, or skill readiness program.

SALARY/BENEFITS:

The salary range for this position is \$45,855 to \$57,000 DOE. We offer a generous PTO package; paid holidays; medical, dental, vision, life, short-term and long-term disability insurance, and a 401(k) plan with an organization match.

TO APPLY, PLEASE CONTACT:

Please e-mail your resume and cover letter to: ekwon@seattlejobsinit.com by January 13, 2017.

Seattle Jobs Initiative is an Equal Opportunity Employer