



NOW HIRING BASIC FOOD EMPLOYMENT & TRAINING (BFET) PROGRAM SPECIALIST

Full-Time, Exempt ~ Location: Seattle, WA

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 BFET Program Specialist, what will you do?

Guided by the mission and values of SJI, this position supports the Basic Food Employment & Training (BFET) program to include the implementation of program improvements, tracking data entry and ensuring consistency between Apricot and eJAS databases, monitor case note entries into eJAS by navigators and/or case manager, ensuring timely reporting and billing submissions, tracking, and administering support services. Provides Community Based Organizations (CBOs) and social service agencies with BFET and support service related training and resources, and supports program data collection and reporting activities.

What qualifications and experience will our BFET Program Specialist 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 AND EXPERIENCE:**
 - Bachelor's Degree or equivalent; 2-5 years' experience in BFET/eJAS/data administration, workforce development or equivalent combination of education and experience. Intermediate skills in Microsoft Excel, Word and Outlook required; advanced skills preferred. Accounting experience is a plus. Demonstrated relationship-building skills and focus on continuous process improvement
- **OTHER QUALIFICATIONS:**
 - Manage SJI's BFET program as part of the FACTS team including: implementing program improvements tracking Community Based Organizations (CBOs) data entries and ensuring consistency of data between SJI database and eJAS database, entering and maintaining eJAS case notes, ensuring timely reporting and billing to internal and external partners.
 - Maintain and update BFET policies and procedures, and support program staff in ensuring that program alignment with BFET contract requirements. Provide technical assistance to CBO's BFET record management system. Support CBOs to enroll participants in BFET in a timely manner, follow up on eligibility issues and funding challenges in partnership with CBOs and DSHS.
 - Audit case files for sufficient client participation and acceptable activities; reach out to CBOs for additional information when needed. Serve as a program resource and source of referrals for CBO's and other program service providers.
 - Coordinate and provide program orientation and DSHS mandatory annual training for SJI staff and CBO staff.
 - Maintain and update BFET policies and procedures, and support program staff in ensuring that program alignment with BFET contract requirements.
 - Serve as a liaison to DSHS on SJI's BFET contract; develop and maintain a collaborative relationship with DSHS staff and other BFET providers. Maintain Program Operations Guide and program policies and forms.
 - High attention to detail, strong organizational skills, and the ability to meet deadlines and coordinate multiple activities required. Must have excellent communication skills (both oral and written) and diplomacy, be willing to ask questions and able to give and receive constructive feedback. Must be able to critically think through and assess situations, work independently and maintain a high degree of confidentiality, and be comfortable with sharing accounting and financial data with others
 - Reliable transportation and valid driver's license and proof of required insurance required for local travel

COMPENSATION & BENEFITS: Hire-in salary pay range \$56k to \$68k, 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.

SEND YOUR RESUME AND COVER LETTER TO JOBS@SEATTLEJOBSINIT.COM