



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 Sr. Project Manager. The ideal candidate will be able to plan, implement, administer and evaluate assigned programs from beginning to end to ensure overall success.

JOB RESPONSIBILITIES:

- Oversees and evaluates programs including research and development, design, implementation, continuous improvement and ramp-down. Provides records management; facilitates communication between directors, managers, participants and Community-Based Organizations (CBOs).
- Manages projects 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.
- Writes program policy procedures, as needed; updates and maintains program forms; updates the program manual.
- Develops presentation materials for meetings and workshops related to assigned programs and projects.
- Work closely with SJI Policy team on projects and programs related to SJI's stakeholders and participants.
- Develop relationships with local stakeholder groups to assess the viability of emerging projects. Stakeholders may include, but are not limited to, employers, trade associations, unions, foundations, community based organizations, and local/national advocacy agencies.
- Utilize systems thinking processes to ensure effective workforce outcomes on large scale projects. This may include examining system wide capacity and resource mapping.
- 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.
- Advise other Project Managers on policy and procedures, and assist in coordinating cross-sector activities
- Retrieve and synthesize programmatic results for stakeholders including the SJI policy team, CBOs, community colleges, the City of Seattle and others. This may take the form of "Best Practices" or "Lessons Learned" documents.
- Effectively manage several emerging projects and appropriately train project managers for any work that may need to be transferred.
- Participate in strategic planning for SJI.
- Participate in system reform efforts by identifying, developing, and assisting in collaborative advocacy and capacity building efforts.
- Facilitate meetings that contribute to overall program design and development. Responsible for strategizing on what questions SJI should be asking when considering whether to execute on a new program.
- Evaluate programs utilizing data from JOBSTAT, focus groups, and surveys.
- Incorporates the principles of continuous improvement to non-profit or professional services in training and strategic planning.
- Develop and maintain strategic partnerships with a variety of stakeholders to advance SJI's program objectives.
- Lead or assist in the implementation of new projects within SJI that build career pathways within community colleges and/or connect new community agencies/low-income populations to the workforce education system.
- Travels 20%-40% of the time.

QUALIFICATIONS

- Excellent organizational skills, with the ability to coordinate multiple activities.
- Intermediate skills in the use of MS Office Suite, 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.

Seattle Jobs Initiative is an equal opportunity employer.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in social or human services preferred. Master's degree preferred. An equivalent combination of education and experience will be considered.
- 8 + years project management experience.
- 8 + 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 \$50,700 to \$66,700 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 submit a detailed cover letter listing your qualifications and interest in SJI and in the position, along with your resume to ekwon@seattlejobsinit.com. Resumes will be accepted until Friday January 13, 2017.

Seattle Jobs Initiative is an Equal Opportunity Employer
