



**Seattle Jobs
Initiative**

Equal Opportunity Employer

NOW HIRING

INTEGRATION COORDINATOR

Full-Time, Exempt

Location: Seattle, WA (temporarily remote due to COVID 19)

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for low-income people to support themselves and their families through living wage careers. SJI is committed to attracting and retaining staff with diverse perspectives and life experiences. As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQ people, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

Position Description

The Integration Coordinator plays a key role in supporting, ensuring, and integrating seamless service delivery in partnership with WorkSource (WS) leaders. Responsibilities include promoting and facilitating integration of service delivery throughout the WS system, assisting with the development of local procedures in partnership with the Workforce Development Council, evaluating program or service implementation, and providing technical assistance to ensure compliance. This position assists in measuring system performance, cultivating new community partners, evaluating progress, and providing technical assistance to improve the customer experience – including engagement of front-end staff, integration of services, yearly goal achievement and distribution, and training on necessary policy information throughout the system. This position will manage four (4) members of the Operator Team, including the Training and Learning Management Coordinator, Community Engagement Coordinator, Program Manager – WorkSource Operator Communications - Data Systems, and the Program Manager (leveraged) – WorkSource Community Outreach.

This position performs the following duties:

- Work with WorkSource leaders and frontline staff to develop Site & System Contribution Agreements.
- Lead integration efforts in the WorkSource system, including ensuring communication flows from various system teams to leadership of the WorkSource system.
- Facilitation of Leadership Team Meeting.
- With Director, attend the WDC board meeting with the purpose of understanding their initiatives and plans and bringing that information back to the Operator Team and WorkSource system.
- Coordinate with other Washington State Operators through monthly meeting and gathering at annual conference.
- Assist Director and WorkSource staff in ensuring regional networking events are successful.
- Work with the Business Services Manager to ensure integration between Business Services and the Operator is seamless.
- Distribute WARN's, WIN's, Tegls, and other crucial updates to the WorkSource system—serving as the lead source of programming updates to the WS system.
- In partnership with the Director, work with WS leaders to update the staff onboarding processes.



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- Represent the Operator team at the WIOA Adult and WIOA Youth meetings.
- In partnership with the Director, connect the dots between the work of the WS system, SJI, and other workforce partners and players within the region.
- Lead person for Operator Quarterly report.
- Review of monthly and quarterly financial reports for the Operator Team (in conjunction with the Director)
- Provide direct leadership of the Operator staff during team meetings and assist them in sharing information across WS functional teams.
- Work with the Director and other SJI staff in preparing the yearly contract, close out of the contract at year end, and preparing any budget/contract modifications that may be needed.

Qualifications

- Demonstrated knowledge and experience in the WS System.
- Professional background in and extensive field experience in public service programs.
- Demonstrated experience in project development and implementation strongly preferred.
- Strong commitment to advancing race equity, diversity and inclusion.
- Ability to establish relationships and coordinate partners to deliver effective services.
- Ability to apply good judgement and discretion in a variety of situations.
- Demonstrated skills working in a team environment, both as lead and team member.
- Excellent customer service skills.
- Demonstrated leadership and management skills.
- Ability to work with diverse groups of people and be able to coordinate both inside and outside the WS System.
- Ability to interpret and apply written rules, regulations, and procedures.
- Ability to communicate effectively, both verbally and in writing; skilled at active listening.
- Ability to work with minimal supervision, and exercise independent good judgement.
- Demonstrates cultural humility.
- Ability to work patiently and under pressure.
- An understanding of human-centered insights.
- Advanced skills in the Microsoft Office suite.
- Ability to navigate around King County for regular meetings with WS partners, WS staff, and WDC staff.



Education and Experience

- Bachelor's Degree or five plus years of professional experience in planning and program management.
- Master's Degree in Business Administration, Education, Human Services, or related field, preferred.
- Knowledge of the WorkSource (WS) system.
- Demonstrated leadership experience.
- Experience managing learning management systems.
- A deep understanding of human-centered insights.
- Experience with both public and nonprofit sectors.

Values

A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. Our staff values: excellent communication, professional and gracious behavior, diverse authentic perspectives, collaboration, respect, and leadership behavior.

Compensation and Benefits

Hire-in salary pay range is \$65,675 to \$109,458, company pays 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