



Seattle Jobs
Initiative

WE ARE LOOKING FOR **PROGRAM MANAGER I**

Full-Time, Exempt

Location: Hybrid in Seattle, WA

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, 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

Program Manager I will manage the direction, communication, accountabilities, and performance for assigned programs and pilot projects. The Program Manager I is responsible for building both internal and external partnerships.

This position performs the following duties:

- Lead and/or assist in the development of new demand/business driven SJI pilot projects that build career pathways within community colleges and/or connect new community agencies/low-income populations to the workforce education system.
- Manage and execute project planning including drafting work plans, roles and responsibilities, deliverables, and outcomes for each separate program cycle.
- Incorporate the principles of rapid prototyping, continuous process improvement, human-centered design, behavioral science and racial equity in all program design, processes, and evaluation.
- Develop presentation materials for meetings and workshops related to assigned programs and projects and facilitate meetings and manage follow up tasks.
- Utilize systems thinking processes to ensure effective workforce outcomes on large scale projects. This may include examining system wide capacity and resource mapping.
- Effectively manage several emerging projects including drafting detailed scopes of work, defining actionable milestones, creating implementation plans, managing risks, executing plans, and monitoring plans and enhancing plans for expected outcomes.
- Retrieve and synthesize programmatic results for stakeholders including the SJI policy team, CBOs, community colleges, SJI board, the City of Seattle, and others.
- Provides honest and constructive feedback to other staff members of the direct service team.

- Travel locally up to 40% of the time to accomplish accountabilities. In accordance with COVID-19 safety protocol, in person meetings are limited to only when necessary and this position will follow the safety guidelines as they are updated.
- Coach and manage accountabilities of direct service staff including commitment to quality product and a customer service approach and including, but not limited to, performance management, outcomes, and problem solving related to all internal and external partners.
- Make recommendations on staff training needs to support the program success and operations.
- Collaborate and create intentional partnerships with key stakeholders for systemic change (businesses, community organizations, governmental organizations, community colleges and training partners, unions, local and national organizations).
- Participate in strategic planning, system reform efforts by identifying, developing, and assisting in collaborative advocacy and capacity building efforts.
- Serve as a catalyst for potential partnerships between stakeholders who have shared visions, goals, and can utilize others' expertise and/or services.

EXPERIENCE AND QUALIFICATIONS

- Combination of at least 3 years of managing projects, experience designing curricula, coordinating programs, facilitating intergroup training or education courses; OR any equivalent combination of experience and education which provides the applicant: with the desired skills, knowledge and ability required to perform the work.
- 5-7 years' experience working with diverse entry-level workers and candidates for entry-level employment.
- Supervision experience preferred.
- Experience in Workforce Development Field and social service systems preferred.
- Demonstrated cultural competency and understanding of systems of oppression that impact low-income adults seeking employment on a path to a living wage career.
- Strong influencing skills to positively impact relationships and decisions and gain buy in from stakeholders.
- Excellent organizational skills, with the ability to coordinate multiple tasks and projects with a variety of timelines.
- Ability to focus on research and gather data and create surveys to garner the data needed, if applicable.
- Strong communications skills, including the ability to present information, write reports, business correspondence, and procedure manuals.
- Capability to synthesize information and quickly adapt to changing needs, timelines, and audiences.
- Understanding of project design principles and practices, such as human-centered design, continuous process improvement and behavioral science.
- Understanding and active participation and promotion of SJI's norms and values.
- Intermediate skills in the use of MS Office Suite, advanced skills preferred.

COMPENSATION AND BENEFITS

Hire-in salary pay range is \$58,964 to \$73,705, 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. SJI provides remote work support to all staff.

SJI employees are required to be fully vaccinated against COVID-19. If selected, you will be required to submit proof of vaccination prior to your start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

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