



*We are looking for*

## PROGRAM COORDINATOR

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

SJI is seeking a **Program Coordinator** to support the implementation and coordination of projects that align with program goals and partner requirements. In this role, you will collaborate with Career Navigators, Program Managers, the Database Manager, the VP of Finance, and the Director of Programs to ensure proper documentation, compliance, and case management oversight.

You will also work closely with community partner agencies, providing technical assistance to both internal teams and external stakeholders. Additionally, this position will assist in planning and coordinating program events and logistics, contributing to the overall success of SJI's initiatives. Duties include:

#### Program Management & Support

- Collaborate with Career Navigators to ensure accurate client documentation, assist participants as needed, address grievances, and support case management program development and expansion.
- Track program outcomes, maintain participant referrals, ensure accurate data entry, and document continuous improvement processes for PCP team projects.

- Provide project updates to internal and external stakeholders, engage in team meetings and special projects, and foster positive relationships with partners and the community.
- Assist in planning program-related events, coordinate with stakeholders to meet objectives, and contribute to strategic planning and yearly progress reports.
- Participate in contract and grant submissions by attending meetings, developing program narratives and budgets, and supporting reporting efforts as needed.
- Demonstrate cultural sensitivity in working with diverse populations and represent SJI in community engagement efforts.

#### Administration & Operations

- Provide administrative support for program operations, including maintaining documentation, assisting with policy procedures, and developing presentation materials for meetings and workshops.
- Coordinate program events and logistics while ensuring clear communication with participants and the PCP Team.
- Lead the bi-annual update of the program guidebook, manage ongoing updates, and support documentation development for PCP programs and projects in collaboration with leadership.

#### Database Entry & Maintenance

- Support the development of outreach plans and participant activities to collect up-to-date data for reporting.
- Serve as the primary data contact, collaborating with clients and case managers to gather required documents and information.
- Establish and maintain data procedures and best practices to ensure accuracy and consistency.
- Compile and analyze data from multiple databases to prepare program reports for internal and external stakeholders.

### EDUCATION & QUALIFICATIONS

- Minimum of 1 year of experience in database management and reporting required.
- Previous experience related to low-income program eligibility criteria and basic knowledge of federal poverty guidelines.
- Experience with ethnically diverse populations; bilingual communication skills preferred.
- Experience with BFET (Basic Food Employment & Training) funding and document requirements.
- Computer literacy (MS Office required and Project is a plus), and database programs.

- Ability to write reports and business correspondence.
- Strong organizational skills with the ability to handle numerous details.
- Excellent customer service skills including internal and external customers.
- Outstanding interpersonal and communication skills.
- Ability to present information and respond to diverse and sometimes competing audience questions.
- Lived experience, community, or local college experience a plus. OR
- 2+ years of relevant experience with demonstrated progress in success
- Lived experience in navigating social service systems.

## WORK ENVIRONMENT

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements for conferences, organizational events, meetings, and other occasions will be required.

## COMPENSATION AND BENEFITS

This is a full-time, exempt position with a hire-in annual salary pay that starts at \$70,596.24 to \$81,840.39 the organization pays employee medical, dental, vision, short- and long-term disability, life insurance, health, and dependent care flexible spending accounts, 401(k) with SJI match, PTO (paid time off), personal holidays, and organization recognized holidays that include the last week of the year. SJI provides remote work support to all staff.

**SEND YOUR RESUME AND COVER LETTER TO [HR@SEATTLEJOBSINIT.COM](mailto:HR@SEATTLEJOBSINIT.COM)**