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 looking for a skilled, knowledgeable, highly motivated, and enthusiastic team player to collaboratively work in the consulting team. This position provides strategic consultation, training, and technical assistance support on assigned consulting projects and contributes to program, strategy, and business development opportunities in coordination with SJI’s leadership and colleagues. Duties include:

- Provide consulting services in the workforce development arena including the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) program and assist consulting customers to learn about the SNAP E&T model, implement, and grow SNAP E&T programs and services and create partnerships connecting SNAP E&T programs with workforce and human service systems.
- Work in coordination with the SJI Consulting team to deliver training and technical assistance to share relevant best practices including SNAP E&T program development and operations.
- Develop and distribute relevant tools, templates and resources associated with consulting projects to reflect best practices and subject matter expertise.
- Maintain clear and consistent communication with SJI staff, consulting customers, FNS and other project partners.
- Facilitate consulting projects by establishing project teams, develop project plans with goals, timelines and assigned tasks, associated training and technical assistance activities.
- Participate in consulting project management and communication including required reporting and project tracking.
- Maintain, build, and share subject matter knowledge and expertise related to SNAP E&T, workforce and educational services, and related best practices.
- Raises profile of SJI as strategic thought partner to external projects and processes with local and national focus.
- Forms strategic partnerships to advance agency goals and develops new projects. Proactively positions SJI as “partner of choice” to meet client needs.
- Networks with individuals and groups to develop connections and partnerships.
- Stays current on industry changes, emerging strategies, threats, and opportunities.
- Manages significant work-streams and/or deliverables of a client engagement.
- Responsible for strategic business development, with particular focus on networking and pitching work to prospective clients.
• Contribute articles/posts to the organization’s communications platforms.
• Responsible for demonstrating cultural competency and sensitivity to the needs of adults with multiple challenges.
• Responsible for carrying out SJI Strategic Plan by providing high quality and culturally relevant consulting services.

QUALIFICATIONS
• Extensive knowledge of SNAP E&T programs with workforce and human service systems.
• Ability to dynamically prioritize and adjust to change with a customer-focused orientation.
• Ability to perform and apply research including qualitative research.
• Ability to identify opportunities to match current and potential SJI agency expertise with needs of external organizations to create new engagements.
• Ability to critically think through and assess situations, work independently, maintain high degree of confidentiality.
• Ability to travel locally, throughout the state and/or nationally as needed.

EDUCATION & EXPERIENCE
• Minimum of 7 years’ experience consulting in areas of workforce development, community college PSE, public sector and/or equivalent industry; OR any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.
• Demonstrated experience developing and implementing employment and training or related programs serving low-income adults.
• Strong interpersonal and public presentation skills, with the ability to facilitate external and internal groups to meet common goals.
• High attention to detail, possess solid project management skills, exceptional writing abilities, an enthusiastic attitude.
• Experience with public and nonprofit sectors preferred.
• Strategic thinker with excellent problem-solving and analytical skills.

WORK ENVIRONMENT
SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements on 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 starting at $90,000.00. Company pays employee medical, dental, vision, short- and long-term disability, life insurance, health and dependent care flexible spending accounts, 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