



JOB DESCRIPTION

JOB TITLE:	Workforce Development - Project Manager
REPORTS TO:	Director of Programs
COMPENSATION:	\$86,028 - \$104,568 depending upon experience

OBJECTIVE

We are seeking a grant-funded Workforce Development - Project Manager to contribute to the mission by planning, coordinating, and evaluating system and program activities leading to system transformation and centering racial equity in workforce development. The Workforce Development - Project Manager is responsible for building relationships with external stakeholders, strategic planning, policy change, contract management, resource coordination, facilitation and building trusting relationships in the community to move the needle on change.

BACKGROUND

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit, grant-making organization dedicated to creating career pathways for adults and youth through demand-driven workforce and training programs in the Seattle-King County region. The WDC forges relationships across industries and sectors in order to contribute to an inclusive and dynamic regional economy, in which all residents and their families thrive in careers defined by growth and self-sufficiency.

The WDC serves as the Local Workforce Development Board, designated by the City of Seattle Mayor and King County Executive, to set policy and administer federal workforce development funds under the Workforce Innovation and Opportunity Act (WIOA). In late 2018, the WDC Board of Directors and its stakeholders set a new vision for a region-wide workforce development system and role of the WDC to better align and integrate the workforce system's ability to:

- remove barriers and provide equitable opportunities for residents to obtain and grow into living wage jobs and careers;
- coordinate targeted educational enrichment and training to elevate workforce capabilities toward greater prosperity;
- meet the employment needs of the region through innovative and collaborative partnership; and
- demonstrate a commitment to equity and inclusion that honors the rich diversity of our region and enables regional prosperity.

DUTIES AND RESPONSIBILITIES

System Building, Strategic Relationships, and Policy: Connect with, learn from, and build relationships with external stakeholders to advance the organization's vision of a responsive and equitable workforce system including apprenticeship. In a commitment to advance racial equity and undoing systems of oppression, assess, develop, and advocate for federal, state, county and city policy and budget priorities related to workforce development.

Contract/Grant Management: Focus on the relationship between the Workforce Development Council of Seattle-King County and partner agencies throughout the contract lifecycle from award to closeout. Responsibilities include Program Design and Implementation, Contract Development, Performance and Accountability, Monitoring, Records Retention, Budget, Technical Assistance and other related contract duties.

Performance Accountability: Continuously monitor performance and provide technical assistance to partners to respond and adjust. Knowledge of data-driven service delivery, with a focus on developing and tracking outcome-based service models. Maintain defined quality processes for monitoring and compliance that assure quality performance and conformance with federal, state and local requirements.

Facilitation and Convening: Bring partners together to align services and vision. Build and nurture strong local partnerships with community organizations, including business, education and system partners. Work in partnership across organization and external partners to embed racial equity, cultural competence and diversity across workforce system.

Capacity Building: Coordinate opportunities for regional workforce system partners to engage with coaching, learning communities and resources to improve practice, effectiveness and organizational functions to scale impact.

Other duties as assigned.

JOB REQUIREMENTS

Project Management:

- Skills and ability to lead multiple high-profile projects of varying timelines simultaneously across a distributed set of stakeholders without direct ownership of resources.
- Proven track record of developing effective partnerships and trust across diverse groups.
- Inclination toward innovation and system change
- Project management experience with the ability to prioritize work in a rapid-changing environment and synthesize information from massive volume of data and ambiguous situations.
- Strong attention to detail and a focus on execution.
- Extensive experience with project planning, research, and administration of workforce programs.
- Capable of strong individual contribution and influence across non-direct reporting teams.
- Experience working in a team environment.
- Ability to maintain good judgment in fast-paced, high-stress environments.
- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of a decision-making process.

Community Engagement:

- Knowledge and extensive experience working in a community-based or systems-based program in workforce development.
- Experience working with vulnerable populations including but not limited to communities of color, immigrant and refugee communities, and low-income communities.
- Experience working directly with individuals, families, and children in workforce development.
- Proven success leveraging resources on behalf of individuals and businesses.
- Provide community engagement while cultivating relationships with non-traditional stakeholders.

Communications:

- Exceptional written, presentation, and verbal communications skills.

- Ability to present to and engage diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Ability to build trust, influence, and relationships with diverse stakeholders and team members at all levels, the ability to leverage relationships to accelerate delivery, and the ability to use these skills to facilitate connection with internal and external stakeholders.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Ability to identify strategies and approaches to recognize and respect communication styles for working in partnership with diverse cultural environments.

Proactive Systems Thinker: Able to manage a high degree of complexity and to distill information, able to think strategically as well as effectively developing key processes and deliver and distribute information across multiple channels and mediums.

Racial Equity Commitment: An understanding of the concepts of institutional and structural racism and their impact in workforce development systems, especially regarding barriers to achieving racial equity. Commitment to learning from and developing new strategies, partnerships, and approaches with diverse communities.

Desired Qualifications:

- Post-secondary training, certificates and/or degrees in areas including community development, education, economic development, business administration or human services **plus** five years' experience in workforce development or directly related field; **OR** equivalent combination of education and experience that allows one to demonstrate competitive capacity.
- Three years combined experience in contract management, equal employment opportunity, and research and data analysis.
- Proficiency working with Windows-based software including Internet, Adobe Acrobat, and Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.).
- Demonstrable experience in coalition building or leading collaborative group enterprises.
- Training specific to diversity, equity and inclusion
- Lived experience of identified underserved priority populations this position will serve
- Additional language and multicultural experience

WORKING CONDITIONS

The physical environment requires the employee to work primarily in indoor offices. Some travel is required to attend meetings/events/conferences locally, statewide and nationally. Regular workday and work week are established with some planned early morning or evening hours, and overnight and out of area travel.

PHYSICAL REQUIREMENTS

Employee is expected to make decisions, supervise employees, read and write, speak publicly and interpret information and data. May be seated for periods of time, and occasionally may have to lift a boxes or other materials that weigh less than 20 lbs.

To apply, please email your résumé and letter of interest referencing the Workforce Development – Project Manager job title in the subject line to hr@seakingwdc.org. Applications will be accepted on a continuous basis until the position is filled.