



workforce
SOUTHWEST WASHINGTON

Workforce Southwest Washington
Program Manager
Job Description

[Workforce Southwest Washington](#) (WSW) values diversity, equity, and inclusion. WSW provides an inclusive workplace where difference is valued, celebrated, and engaged. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team. WSW offers a generous paid time off package with up to 280 hours available annually, paid professional development opportunities, flexibility of work hours within Monday-Friday, Regence medical and vision coverage with premium paid at 90% for employees and dependents, Principal dental coverage, and up to 3% IRA match to name a few. All staff hired at WSW are brought into an environment that supports and encourages self-reflection, learning, risk-taking, and growth to continually develop each employee's understanding of themselves and others.

COMPENSATION

This is an exempt, salaried position. The starting salary range for this position is \$58,500 - \$61,000. WSW adjusts the salary schedule annually based on the Nonprofit Organization Salary Report published in November. As of 2022, this position caps out at \$68,700 for experienced employees who demonstrate proficiency of 95% of required skills.

POSITION OVERVIEW

The position of Program Manager is focused on putting into action the vision of WSW's strategic plan, through the oversight and administration of employment and training services, contract management and development, grant administration, and partnership development, and implementation of diversity, equity, and inclusion initiatives. Furthermore, the Program Manager will continually enhance and broaden the reach of workforce development programs aimed at enriching people's lives, enhancing worker prosperity, and bolstering the economic strength of the Clark, Cowlitz, and Wahkiakum counties. This position reports to the Director of Programs.

The Program Manager is expected to strive for continuous improvement by leading and collaborating with others to identify and drive improvements in all aspects of WSW's work.

ESSENTIAL FUNCTIONS

1. Develop a strong understanding of the workforce development system and its partners to produce efficient, cost-effective, fair, transparent processes and equitable outcomes across all programs, and that meet the goals within the WSW strategic plan.
2. Assist the Director of Programs and the wider program team by providing oversight, monitoring and technical assistance to assigned projects and contracts.

3. Develop, plan, implement, and evaluate WSW investments specific to historically underserved or excluded populations in the public workforce system.
4. Lead and/or assist with grants research, writing, and implementation of programs and initiatives.
5. Lead the implementation of WSW's investment in Cowlitz and Wahkiakum Counties that focuses on building opportunity for economic mobility.
6. Deliver successful program objectives of various initiatives, including career pathway development throughout Clark, Cowlitz, and Wahkiakum counties.
7. Oversee complex, multi-year projects, including but not limited to WSW Federal/State formula investments.
8. Assist with marketing the opportunities in programming to local private industry partners.
9. Assist in the preparation, management, evaluation, and execution of subcontracts for assigned projects.
10. Monitoring specific program compliance.
11. Research best practices of WIOA and related programs nationally and build capacity to develop and implement locally.
12. Develop and maintain program budgets, including analyzing, tracking, modifying, and reporting.
13. Build on and/or develop community partnerships to support inclusive collaboration.
14. Use project planning, management, and evaluation techniques through an equity lens.
15. Gather, analyze, interpret and evaluate diverse types of data or analytics. Then, present ideas, conclusions, or proposals effectively in multiple formats and media, including writing, speaking, and digital methods.
16. Be a leader in change management strategy to effect change, control change, and help people adapt to change.
17. Other duties as assigned.

TRANSFERABLE SKILLS

- Demonstrated effective oral and written communication skills
- Ability to work collaboratively with colleagues and partners from diverse backgrounds and experiences.
- Effective public speaking and presentation skills.
- Highly motivated and actively contributes in an inclusive, collaborative environment that engages fellow WSW team members in meeting organizational and professional goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.

EDUCATION/CREDENTIAL/TRAINING REQUIREMENT

- 2 years' experience in program/project management; **or** equivalent combination of education and experience; **or** bachelor's degree and one year of experience in program/project management.
- Knowledge with or ability to learn software and hardware such as Microsoft Office Suite, Cloud-based Customer Relationship Management Database, Standard PC and Windows-based applications, and cell phone.

ADDITIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Valid Driver's License
- Properly licensed and insured automobile, available for use during work hours.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 a.m. to 5:00 p.m.; however, occasional evening and/or weekend assignments may occur.

WORK ENVIRONMENT

Work is performed at the WSW office in Vancouver, Washington and as needed at various sites throughout the three-county region of Southwest Washington. During the COVID pandemic, WSW staff are working a hybrid model with 2 days a week in the office the other 3 from home. WSW is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday; our work from time-to-time may be conducted outside of normal business hours. Employees should coordinate with their manager to determine their work schedule and required availability. To support a collaborative hybrid work environment, the hours of 9:00 a.m. to 4:00 p.m. is when most internal WSW meetings will occur. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711. WSW takes affirmative action to ensure underrepresented individuals, individuals identifying as female, veterans with disabilities, recently separated veterans, Armed Forces service medal veterans, other protected veterans and individuals with disabilities are introduced into WSW workforce and considered for promotional opportunities. As part of WSW's affirmative action policy, we also prohibit employees and applicants from being retaliated against by being subjected to harassment, intimidation, threats, coercion, or discrimination.

APPLICATION INSTRUCTIONS

Send inquiries and all application requirements identified on the below checklist, to ATTN: Amy Gimlin at info@workforcesw.org. No phone calls or drop-in visits, please.

Program Manager Application Checklist

Please address the following in your application submission to Workforce Southwest Washington. All elements must be included to be considered for the position.

Please provide the following and include your name, phone number, and email address on both.

1. **Resume** with a minimum of 2 years of work history
2. **Cover letter** stating how you meet the qualifications for the position and can perform the essential functions. State how you will contribute to WSW's commitment to diversity, equity, and inclusion.