



workforce  
SOUTHWEST WASHINGTON

## Program Manager

### Job Description

Workforce Southwest Washington (WSW) considers diversity, equity, and inclusion to be one of our core values. We are committed to providing and promoting a diverse and inclusive environment for all, giving each person the opportunity to succeed professionally. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. WSW considers equal opportunity and non-discrimination to be fundamental to the mission and objectives of the organization. All staff hired at WSW are encouraged to embrace, continually support, and enhance social equity within our organization and in our community.

#### **POSITION OVERVIEW**

The position of Program Manager is focused on employment and training services, contract management and development, grant administration, and creative networking. Furthermore, continually enhance and broaden the reach of workforce development programs aimed at enriching people's lives and the economic strength of the Clark, Cowlitz, and Wahkiakum counties. This position reports to the Director of Programs.

The Program Manager embodies continuous improvement and has an intuition for identifying ways to improve any and all aspects of our work and making that happen directly and through the teamwork of others.

#### **ESSENTIAL FUNCTIONS**

1. Develop a strong understanding of the workforce development system and its partners to produce efficient, cost-effective, and successful processes that meet the goals within the WSW strategic plan.
2. Support the Director of Programs by providing oversight, monitoring and technical assistance to assigned projects and contracts.
3. Support the development, implementation, and continuous evaluation of WSW investments specific to most vulnerable and disproportionately represented populations in the public workforce system.
4. Lead the implementation and continuous evaluation of WSW's investment in Cowlitz County that focuses on building opportunity for economic mobility.
5. Lead the engagement of Reentry partners in Cowlitz county and develop clear objectives and strategy to drive specific workforce development initiatives for individuals reentering into our community.

6. Support and deliver successful program objectives of various initiatives, specifically career pathway development through Clark, Cowlitz, and Wahkiakum counties.
7. Assist with marketing the opportunities in programming to local private industry partners.
8. Assist in the preparation, management, evaluation, and execution of contracts for assigned projects, including budget and compliance management.
9. Research best practices of WIOA and related programs nationally and be confident to develop and implement locally.
10. Work on a team under the leadership of the Director of Programs to develop and implement strategies that align with the WSW Strategic Plan.
11. Other duties as assigned.

#### **KNOWLEDGE AND SKILLS – Required**

- 4 years' experience in program/project management; Bachelor's degree; **or** equivalent combination of education and experience.
- Excellent oral and written communication skills.
- Highly motivated and actively contributes to a collaborative environment that engages and challenges fellow WSW team members in meeting organizational and personal goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Skilled in effectively operating standard office equipment including personal computer and related software.
- Strong interpersonal skills and ability to work collaboratively with colleagues and partners.
- Awareness of differences among vulnerable populations and demonstrated ability to interact effectively with people from different cultures and experiences.

#### **KNOWLEDGE AND SKILLS – Preferred**

- Demonstrated experience in partnership development and maintenance.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations and ability to create complex cost proposals.
- Demonstrated experience in project planning, management, and evaluation techniques.
- Ability to gather, analyze, and interpret data to present ideas, conclusions, and factual data in clear and concise written and oral formats.

#### **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 am to 5:00 pm; however, occasional evening and/or weekend assignments may occur.

## **WORK ENVIRONMENT**

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington State. During the COVID pandemic, WSW staff are working remotely from home. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is an exempt, salaried position. The starting salary range for this position is \$55,000.00 - \$60,000.00 with a comprehensive benefits package, paid time off, professional development opportunities, and domestic partner coverage. Starting salary will be negotiated based on knowledge and experience.

## **APPLICATION INSTRUCTIONS**

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

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

## **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.

- Resume and cover letter addressing:
  - Name, phone number, and email address
  - Experience with any of the essential functions of the position
  - Ability to perform the requirements of the position
  - Most recent 4 years of work history
  - List all project management related education and experience including degrees or certification attained