



workforce
SOUTHWEST WASHINGTON

Project Manager

Job Description

Workforce Southwest Washington (WSW) considers diversity, equity, and inclusion to be among our core values. We are committed to providing and promoting a diverse and inclusive environment for all, ensuring each person has 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 expected to embrace, continually support, and enhance social equity within our organization and in our community.

POSITION OVERVIEW

The Project Manager oversees, supports, and stewards workforce investments pertaining to work-based learning, internships, and other experiential work and training opportunities geared primarily towards teens, young adults, and emerging professionals.

This position reports to the Director of Programs as a member of the WSW Program Team, however, they will work closely in coordination with the WSW Business Services Team when conducting employer coordination and outreach.

The Project Manager has two major roles at WSW:

- **Work-Based Learning Oversight:** The Project Manager oversees and ensures the success of WSW's work-based learning investments. Currently, this includes the *SummerWorks* investment for internships developed for high school students and "Opportunity Youth" (Youth between the ages of 16-24 not engaged in work and school), and the *Future Leaders Project* (FLP) partnership that creates internships for diverse and historically underrepresented college students. The FLP was developed and is managed by a partnership of local organizations including WSW, the Columbia River Economic Development Council (CREDC), and Washington State University's Vancouver campus (WSUV). The Project Manager will work in conjunction with staff from these partners to support and manage the program.
- **Work-Based Learning Worksite/Employer Coordination and Development:** The Project Manager will work in conjunction with the WSW Business Services Team to develop and steward relationships with local industry partners, particularly those in the strategic sectors of

construction, manufacturing, technology, and healthcare, for the purpose of hosting and supporting work-based learning opportunities for the workforce investments.

The Project Manager is expected to engage in 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 Clark, Cowlitz, and Wahkiakum counties.

The Project Manager embodies continuous improvement and has an intuition for identifying ways to improve all aspects of the 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. 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 SummerWorks and Future Leaders Project investments.
5. Lead the development of Work-Based Learning employer partnerships and steward these relationships in coordination with the WSW Business Services Team.
6. Provide ongoing support and technical assistance to employers hosting work-based learning opportunities and internships to assure success of the placement and return on investment for the business.
7. Assist with marketing the opportunities in programming to local private industry partners.
8. Lead 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

- Two (2) 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:

- The employee is required to be present in the workplace on a regular and reliable basis (exceptions can be made in accordance with local public health measures). Normal work hours are M-F 8 a.m. to 5 p.m.; 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. Due to the COVID pandemic and beginning in June 2022 on a temporary status, WSW staff are working a hybrid model. 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 \$62,500 - \$68,500 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. 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.

Project Manager Application Checklist

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

- Resume and cover letter addressing:
 - Name, phone number, and email address
 - Your specific commitment to Diversity, Equity, and Inclusion
 - Demonstrated ability to perform the requirements of the position
 - A minimum of most recent two years of work history