



Career Launch Project Manager WA Alliance for Better Schools

- Part-time position with generous time off and flexibility, your Birthday is always a day off. There are no health and retirement benefits for this position.
- Salary: \$34 - \$37 per hour, 20 hours a week
- This position is currently a hybrid of remote and in-office
- To apply, please find us on Indeed. Interviews will be held in August

We are excited to announce a new project management position that will work collaboratively with several employers, higher education partners, and K-12 partners to build Career Launch programs. These programs combine meaningful, high-quality on-the-job experience with classroom learning. They result in a competitive candidate that is ready to be hired by the employer at the end of the program. The Career Launch Project Manager will help manage ongoing programs with the Vice President. They will also collaborate with other regional leaders working on providing students with learning that is connected to future careers.

This position reports directly to the Vice President of Washington Alliance for Better Schools. To learn more about WABS, please visit: <https://www.wabsalliance.org/> and to learn more about Career Launch in our region, please visit <https://careerconnectingpierce.org/intermediaries/>.

Job Responsibilities

- Align the overall work to meet the employer's workforce needs and the needs of our intended student recruits from underserved and underrepresented populations furthest from educational justice.
- Foster communication and problem solving between the employer, higher education partners, and K-12 partners, attending to the systems they each work within.
- Create and manage a project timeline based on the grant deliverables.
- Facilitate monthly team partner meetings with the purpose of program building, meeting the deliverables of the grant, and creating equitable access.
- Manage the data collected and shared among the partners. Assist the partners in determining what can be shared and how they will share it.
- Manage the application and approval process for Career Launch Endorsement with the State Board of Community and Technical Colleges and the Office of Superintendent of Public Instruction.

- Create quarterly and monthly progress reports for stakeholders, including the Employment Securities Department overseeing the grant deliverables
- Assist partners to identify local barriers for students and design a plan to reduce those barriers within the program or through your partnerships. This includes creating space for student voice in the process.
- Assist partners to foster trust and increase opportunities in historically marginalized communities.
- Serve as the primary point of contact for partners and primary project record keeper. This includes sharing the project with outside groups doing similar work in the state.
- Manage and report on the budget provided for this work.
- Other duties as assigned.

Qualifications and Requirements

- Excellent meeting facilitation skills and planning, both online and in person
- Excellent project-management skills with a strong understanding of workflow
- Excellent communications skills, both verbal and written
- Ability to network, build relationships, foster trust, and collaborate across diverse audiences
- Experience developing successful partnerships between businesses, education, and community-based organizations
- Understanding and commitment to the practices of equity, diversity, and inclusion
- Experience in using online collaborative tools
- Bachelor's Degree or equivalent
- Working knowledge of regional workforce needs and challenges (preferred)
- Experience in working with K-12 systems and/or higher education systems (preferred)
- Proof of vaccination and boosters is required
- WA State Driver's License is required

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