

## Project Manager

**Position:** Project Manager

**Schedule:** Full-time, 40 hr/week position. This position offers a hybrid weekly schedule of in-person (Shoreline location) and remote work.

**Salary:** \$80,000-\$90,000

**Benefits:** Excellent health and retirement benefits are provided by [School Employee Benefits Board](#), with school employee benefits. This position offers paid vacation, sick time, and your birthday and 13 paid holidays. We offer a flexible work environment.

**Reports to:** Senior Project Manager, Strategic Networks and Partnership (SPAN) Team

**Position Close Date:** Priority interviews to those who apply by July 19, 2024

People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are strongly encouraged to apply

**To Apply:** Please submit your resume and cover letter to [careers@wabsalliance.org](mailto:careers@wabsalliance.org)

**Organization:** [Washington Alliance for Better Schools](#) We lead a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

**Equity, Diversity, and Inclusion Statement:** WABS is committed to addressing the systemic racism that creates disparities in education. We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.

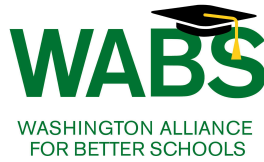
### Job Summary

WABS seeks a passionate and experienced Project Manager with a demonstrated commitment to equity and racial justice to join our dynamic and collaborative team. The Project Manager will oversee the planning, implementation, and evaluation of assigned projects and events. This position requires expertise and strong project management skills, excellent attention to detail, outstanding written and verbal communication skills - including group facilitation, are essential to perform the duties. An ability to take leadership, maintain flexibility, and work independently are essential for success in this position.

### Responsibilities

Project Management:

- Lead the development of project scope, objectives, timelines, and budgets, ensuring alignment with the organization's mission, including embedding the voice of underserved and underrepresented students in the project.
- Collaborate adeptly within different systems and communities, including K-12 public schools, community-serving organizations, and industry and business partners.



- Build and coordinate cross-functional teams to manage project plans, timelines, deliverables, and success criteria.
- Monitor project progress, identify potential risks and challenges, and develop mitigation strategies.

#### Equity Integration:

- Foster and integrate student guidance into project activities, ensuring that initiatives are designed to serve students furthest from educational justice and promote inclusive practices.
- Conduct equity assessments to identify gaps, disparities, and potential barriers within educational programs and initiatives.
- Implement data-driven approaches to measure and evaluate the impact of equity initiatives and adjust strategies as needed.

#### Reporting and Documentation:

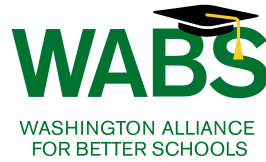
- Prepare regular progress reports, project updates, and other documentation to track milestones, achievements, and challenges.
- Compile data and evidence to support grant proposals, fundraising initiatives, and reporting requirements.
- Maintain accurate project records, including budgets, expenditures, and project-related documentation.

#### **Required Qualifications**

- 5+ years of experience leading, managing or coordinating projects
- Experience in using online collaborative tools
- Effective meeting facilitation and presentation skills and complex and multi-layered planning, both online and in person
- Well versed in preparing PowerPoint, Excel, executive reports and summaries
- Excellent listening skills and communications skills, both verbal and written
- Understanding and commitment to the practices of equity, diversity, and inclusion
- Demonstrated ability to network, build relationships, foster trust, and collaborate across diverse audiences
- Experience developing successful partnerships with businesses, education, and/or community-based organizations
- Reliable transportation and WA State Driver's License is required
- Ability to lift 30 lbs

#### **Desired Qualifications**

- Project Management credentials (PMP, CMP or other applicable credentials)
- Bachelor's degree
- Experience in working with K-12 systems and/or higher education systems



### **Hiring Requirements**

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

Depending upon your work location, we may require proof of full vaccination against COVID-19 and any recommended booster doses. All employees in the United States are to provide proof of full vaccination upon hire and any recommended boosters, subject to applicable laws.

### **Inclusion Statement**

We are dedicated to the belief that all lives have equal value. We believe that to be inclusive, we must go beyond this statement to operationalize anti-racism as a part of our practice and are committed to creating a workplace where employees thrive both personally and professionally. We also believe our employees should reflect the rich diversity of the global populations we aim to serve—in race, gender, age, cultures and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.