



Program Manager I - Part Time

Washington Alliance for Better Schools (WABS)

Position Title: Program Manager I - Equitable Family Engagement Program

FTE: 0.50 FTE (20 hours per week)

Position type: Salaried, non-exempt

Schedule: This position offers a hybrid weekly Monday through Friday schedule with a combination of in-person and remote work. In-office days are Tuesday-Thursday in our Shoreline office, with Monday and Friday scheduled remotely.

Compensation: \$30,000 to \$37,000 (\$28.84 - \$35.57 per hour) per year, depending on experience and relevant qualifications

Benefits: This position is not eligible for Medical or Retirement benefits. This position receives the following time off as paid: 13 observed Holidays, 10 PTO days, 1 Personal Floating Holiday, and 5 days of Sick Leave.

Reports to: Program Manager II

Position Close Date: September 30, 2025. Priority deadline for early candidate review and scheduling is September 23, 2025

To Apply: Complete the application by following this URL: <https://wkf.ms/3VE9HGC>

Organization: [Washington Alliance for Better Schools](#) leads 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.

Vision: Equity in every school. Opportunity for every student.

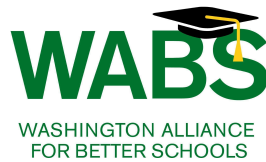
Mission: We lead a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

Core Values

- Engage: We authentically engage with students, families, community, and partners
- Create: We co-create innovative programs and strategies to advance equity for students
- Amplify: We activate and amplify the capacity that exists in people, communities, and systems

Position Summary

WABS is looking for a dynamic and experienced Program Manager to lead key projects within the Equitable Family Engagement program, serving 14 school districts in Washington. This role



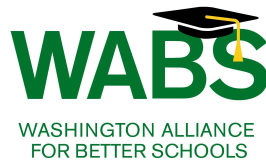
is about supporting programs for families of color and immigrant/refugee communities to amplify their voice and leadership in supporting student success and improving their school community.

With strong project management skills, you'll juggle multiple initiatives, thrive in a fast-paced environment, and bring your leadership to the forefront. Your work will directly impact families furthest from educational justice, so commitment and competence in advancing equity, racial justice, and community engagement is a must.

Responsibilities:

- Manage the day-to-day implementation of assigned Equitable Family Engagement (EFE) program components and projects
- Serve as the point of contact for district staff, facilitators, and families
- Coordinate logistics including scheduling, communications, materials preparation, and volunteer/trainer support
- Ensure accessibility for families by coordinating interpreters, childcare, transportation, and culturally responsive accommodations
- Support development of curriculum and training materials
- Recruit and support facilitators and volunteers to ensure high-quality delivery
- Deliver presentations, workshops, or training sessions connected to assigned program component(s), both in person and virtually
- Build and maintain strong relationships with school staff, district leads, and community partners to ensure programs meet district and family needs
- Support outreach and recruitment of families, prioritizing immigrant, refugee, and historically marginalized communities
- Collaborate with WABS staff and community stakeholders to refine programming for cultural responsiveness and impact
- Participate in organizational meetings
- Represent WABS in district or community events
- Contribute to culturally responsive marketing, outreach, and communications for program activities
- Collect accurate data on participation, attendance, and outcomes
- Gather feedback from families and staff to inform program improvements
- Monitor program expenses and provide budget reports
- Prepare and share progress updates
- Other related duties as assigned

Required Qualifications



- 3-4 years of experience in program coordination, project management, or related work in K–12, community-based, or nonprofit settings
- Demonstrated experience working with immigrant, refugee, and/or communities of color
- Experience coordinating events, workshops, or trainings, including logistics, communications, and participant engagement
- Strong organizational and project management skills and attention to detail
- Excellent communication skills (verbal, written, and cross-cultural), with the ability to build trust and relationships across diverse audiences.
- Skilled in facilitation and/or training delivery for families, youth, or community members.
- Ability to collect, track, and report program data accurately
- Ability to build relationships, foster trust, and collaborate across diverse audiences
- Experience in using and flexibility in learning technology tools, particularly in Mac OS, Google Suite, & Zoom
- Willingness to work some evenings and weekends
- Reliable transportation and WA State Driver's License is required
- Ability to lift 30 lbs

Desired Qualifications

- Experience managing family engagement programs in the education sector
- Familiarity with multiple family engagement frameworks, including but not limited to the Dual Capacity Framework and the Family Leadership Design Collaborative Framework.
- Bilingual proficiency
- Experience as a Natural Leaders parent, family member, or staff member

Hiring Requirements

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

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, culture, 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.