

Project Manager II

Washington Alliance for Better Schools (WABS)

Salary: \$80,000–\$90,000

Schedule: Full-time, 40 hrs/week | Mondays remote; Tuesday–Friday in-person at our Shoreline, WA office

Benefits: This position is employed through the Northwest Educational System via WABS, providing access to exceptional public sector benefits, including:

- Comprehensive health benefits through the School Employee Benefits Board (SEBB)
- Pension through the Department of Retirement Services
- This position offers annually: 20 days of paid Vacation, 12 days of paid Sick leave, 13 paid Holidays, and 1 Personal Floating Holiday.

Location: Hybrid, with occasional travel across King and Snohomish Counties

Reports To: Director of Work-Based Learning Programs

Apply by: June 29, 2026. Applications received by June 22 will receive priority consideration.

Apply: wkf.ms/3Qclc9a

About WABS

Washington Alliance for Better Schools (WABS) 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.

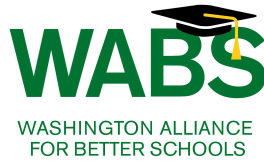
Our vision: Equity in every school. Opportunity for every student.

The Role

Do you love working on behalf of kids, energizing volunteers, and keeping complex projects running like clockwork? This is the role for you.

As Project Manager II, you'll personally own the planning and execution of WABS's after-school elementary STEM program — a 4-week experience reaching 2,500 students in grades 3–5 across 50+ schools and 12 districts statewide. You'll help bring real-world STEM careers to life through hands-on problem solving, facilitated by 200+ trained industry volunteers you recruit and inspire to share their own career journeys.

This is a highly relational, detail-intensive role. You'll directly recruit and steward volunteers, coordinate with schools, handle logistics, and use data to continuously improve the program. If you thrive on juggling moving pieces while keeping the mission front and center, you'll fit right in.



What You'll Do

- Run the full lifecycle of an after-school STEM program — from school engagement and volunteer recruitment to materials distribution, evaluation, and budget tracking.
- Build and sustain a volunteer base of 200+ by directly cultivating relationships with individuals and employer resource groups.
- Communicate directly with schools and volunteers — coordinating availability, setting expectations, and keeping everyone on track.
- Develop and facilitate volunteer and school training sessions, both in-person and virtually.
- Handle STEM kit ordering, packing, and delivery across schools and districts statewide.
- Write program communications including emails, newsletters, flyers, and social media content; present to school and executive audiences.
- Collect feedback from students, schools, and volunteers to drive continuous improvement; track and report on outcomes for annual reporting.
- Prepare regular progress reports and maintain photo documentation from events.

What We're Looking For

Required:

- Exceptional project management skills with impeccable attention to detail and follow-through.
- Experience building and maintaining relationships with diverse external stakeholders, volunteers, schools, or community partners.
- Outstanding written and verbal communication skills, including facilitation.
- Ability to manage complexity, work independently, and adapt quickly.
- Commitment to equity, diversity, and inclusion in practice.
- Reliable transportation, valid Driver's License, and ability to travel statewide; ability to lift 30 lbs.

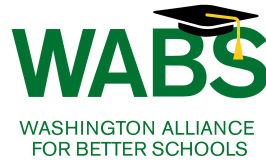
Preferred:

- 4+ years of project management experience; bachelor's degree preferred.
- Experience in K–12, out-of-school time, or stakeholder engagement settings.
- Lived or professional experience navigating systemic barriers, with a demonstrated commitment to racial equity and working with communities of color and underserved populations. Strongly encouraged to apply.

Benefits

Compensation:

- Salary: \$80,000–\$90,000
- Comprehensive health benefits through the School Employee Benefits Board (SEBB)
- Pension through the Department of Retirement Services



Time Off:

- 20 days paid vacation annually
- 12 days paid sick leave annually
- 13 paid holidays + 1 personal floating holiday

Our Commitment to Inclusion

We are dedicated to the belief that all lives have equal value. We are committed to operationalizing anti-racism in our practice and to building a workplace where employees thrive personally and professionally. We strongly encourage applications from candidates whose backgrounds reflect the communities we serve.

All applicants and employees enjoy equality of opportunity without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, or prior protected activity.

Hiring Requirements

Employment is contingent upon successful completion of a background check.