

Project Manager

Position: Project Manager

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

Salary: \$72,000 - \$87,000

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.

Position Close Date: Deadline to apply October 16, 2023. Priority interview for applications submitted before October 9, 2023.

To Apply: Please apply at this link, <https://wkf.ms/46l3geR>

Organization: [Washington Alliance for Better Schools](#) (WABS) is a nonprofit collaborative of school districts and industry leaders that leverages resources, talent, and intellectual capital to help over a quarter million students graduate career and college ready.

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 out-of-school time programs. Strong project management skills, outstanding written and verbal communication skills - including training facilitation, volunteer engagement, and an ability to take initiative, maintain flexibility, and work independently are required 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 maintain relationships within the program, specifically with educators, volunteers, and families.
- Develop program communication materials, including emails, flyers, newsletters, website content, and social media content.
- Maintain engaging program materials for students that offers opportunities for families to understand and support their student's learning.

- 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.
- Intentional recruitment of volunteers mirroring the lived experiences of students furthest from educational justice
- Develop and facilitate trainings which are culturally responsive to the participating school communities
- 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. Provide required reports to partner organizations.
- Compile data and evidence to support grant proposals, fundraising initiatives, and reporting requirements.
- Maintain accurate project records, including budgets, expenditures, and project-related documentation.

Desired Qualifications

- Minimum 3+ years of experience coordinating or leading projects.
- Excellent project management skills with a strong understanding of workflow
- Excellent meeting facilitation skills and planning, both online and in-person
- Excellent listening and communication skills, both verbal and written
- Experience coordinating the volunteer experience cycle
- Ability to network, build relationships, foster trust, and collaborate across diverse audiences
- Experience developing successful partnerships between volunteers, educators, and school communities
- Understanding and commitment to the practices of equity, diversity, and inclusion
- Experience in using online collaborative tools
- Associate's, Bachelor's degree, or equivalent work experience
- Experience in working with K-12 systems and/or higher education systems (*preferred*)
- WA State Driver's License is required

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.