



Project Manager II

Position Title: Project Manager II

FTE: 1.0 FTE (40 hours per week)

Position Type: Full Time - Permanent, exempt

Schedule: This position follows a hybrid schedule: in-person at our Shoreline office Tuesday through Friday, with remote work on Mondays, and occasional travel through the Puget Sound region.

Compensation: \$85,000 - \$92,000 annual

Benefits: Excellent health and retirement benefits are provided by [School Employee Benefits Board](#) and [Department of Retirement Services](#) with public sector employee benefits including pension. This position offers annually: 20 days of paid Vacation, 12 days of paid Sick leave, 13 paid Holidays, and 1 Personal Floating Holiday.

Location: At our Shoreline office, virtually on Mondays, and occasional travel through the Puget Sound region.

Reports to: Vice President of Strategic Partnerships & Programs

Position Close Date: August 28, 2026. Priority interviewing deadline: August 21, 2026

To Apply: Please apply at this link - <https://wkf.ms/4bUTp4B>

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.

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

Job Summary

WABS seeks a passionate and experienced Project Manager II with a demonstrated commitment to equity and racial justice to join our dynamic and collaborative team. This position will manage assigned WABS programs and projects, including student and family events and Sound Careers in Healthcare (SCIH) - one of the region's most dynamic career-connected learning events.



This role requires strong event planning skills, along with a passion for systems-building for equity. The Project Manager II will be the connective tissue between school districts, healthcare employers, postsecondary institutions, and community volunteers, ensuring that every student who walks through the door has an experience that feels personal, relevant, and full of possibility.

If you are a hands-on leader who loves organizing events, managing detail, and collaborating with community partners to make an impact for young people, this role was made for you.

Essential Job Duties & Responsibilities

Event Planning & Project Management

- Develop and manage a comprehensive event project plan, timeline, and task tracker to ensure on-time delivery of all event components
- Coordinate event logistics including venue, catering, AV/tech needs, signage, supplies, and layout for 700+ students and 200+ volunteers
- Create and manage event-day run-of-show documents, schedules, volunteers, and station rotation plans
- Track budget expenditures and work within allocated event budget; prepare post-event budget reconciliation
- Ensure compliance with WABS policies and applicable grant requirements throughout planning and delivery
- Facilitate regular planning meetings
- Submit sponsorship requests with partners and coordinate as needed

Volunteer Recruitment & Management

- Collaborate with industry and community partners to recruit, orient, and support 300+ volunteers to support programs and event
- Develop volunteer orientation materials, station guides, and day-of briefings to ensure volunteers are prepared to facilitate interactive student experiences and support overall event flow
- Coordinate with companies and postsecondary institutions to secure and support exhibitor/tabling participation
- Create and manage volunteer registration systems and track confirmations
- Coordinate volunteer check-in processes and provide on-site volunteer support on event day

Student Recruitment & School Engagement

- Work with WABS staff and school district partners to promote programs and events to students and educators in member districts
- Manage student and school group registration, including tracking RSVPs, group sizes, and transportation needs
- Coordinate with educators to support the *Prepare-Experience-Reflect* intentional engagement model, providing pre- and post-event classroom materials and resources

Communications & Marketing



- Draft and distribute event communications to schools, volunteers, exhibitors, and partner organizations
- Develop content for the event website, maintain registration portals, and create digital assets in coordination with WABS communications staff
- Develop promotional materials (flyers, emails, social media content) to drive student and volunteer participation

Event-Day Operations

- Serve as primary on-site coordinator for all event-day logistics, ensuring smooth check-in, station rotations, and overall event flow
- Manage volunteer and exhibitor check-in and orientation on event day
- Troubleshoot real-time logistical issues; coordinate with venue staff, partners, and WABS team
- Supervise event support staff, interns, or day-of volunteers as assigned

Evaluation & Reporting

- Design and administer student, volunteer, and educator feedback surveys
- Compile and analyze post-event data to assess impact, identify areas for improvement, and support grant reporting
- Prepare a post-event summary report including attendance, demographics, feedback highlights, and lessons learned
- Support WABS development staff with data and narrative content for grant applications and funder reporting related assigned programs and events

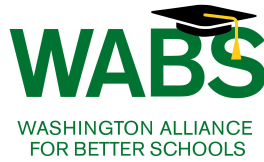
General

- Lead or support additional, related projects as assigned
- Participate in organizational and team meetings and activities as an integral member of the WABS team.
- Other related duties as assigned

Qualifications

Desired Qualifications

- Experience managing events or complex projects
- Experience developing and maintaining successful external stakeholder relationships and engagement
- Experience in project management in education, nonprofit, or related field
- Excellent communication skills, both verbal and written
- Ability to manage complexity to achieve program objectives
- Excellent attention to detail
- Understanding and commitment to the practices of equity, diversity, and inclusion
- Excellent meeting facilitation skills and planning, both online and in person
- Ability to network, build relationships, foster trust, and collaborate across diverse audiences
- Reliable transportation with valid Driver's License and ability to travel throughout the state
- Ability to lift 30 pounds

**Preferred Qualifications**

- Experience leading large-scale events
- 4+ years of experience managing and coordinating multiple projects. Bachelor's degree preferred.
- Experience in working with K-12, out-of-school time, and/or external stakeholder engagement.
- Experience working with communities of color and underserved populations, a demonstrated commitment to racial equity, and lived or professional experience navigating systemic barriers.
- Knowledge of the greater Seattle/Puget Sound employer and education landscape

Hiring Requirements

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check and proof of eligibility to work in the United States.

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.