



**Position:** Program Manager II

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

**Salary:** \$75,500 - \$92,000

**Benefits:** Excellent health and retirement benefits are provided by [School Employee Benefits Board](#), with Washington State 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 December 4, 2023.

**To Apply:** Please apply at this link, <https://wkf.ms/476CXd6>

**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 is seeking an enthusiastic and dedicated leader to join our team as a Family Engagement Program Manager II. In this role, you will be pivotal in overseeing and expanding Natural Leaders, our Equitable Family Engagement program, across our 13 member school district across WA. To excel in this position, you must be deeply committed to promoting equity and racial justice and deeply understand the significance of engaging with diverse communities to break down barriers in the area of family engagement and centering family voice and leadership. Experience working with immigrant and/or refugee communities is highly recommended. Excellent program management skills, exceptional written and verbal communication abilities, and ability to thrive in a fast-paced environment while juggling multiple priorities. You must exhibit initiative, leadership, and flexibility in adapting to the changing needs of the communities we serve, fostering successful collaborations among schools, families, and communities.

### **Responsibilities**

Program Management:

- Manage and provide leadership in equitable family engagement programming to all WABS member districts, currently 13 school districts in WA state.
- Collaborate with representative communities in the design, evaluation, and curricula updates for the Natural Leaders Trainer Academy/ Equitable Family Engagement and other Natural Leaders professional development sessions, including training event planning and coordination.

- Work with School District administrators and staff to attract new parent leaders for each academic year for our statewide consortium.
- Provide tailored training and technical assistance for school districts around equitable family engagement practices both in person and virtually.
- Create and deliver training, in person and virtually, to ensure accessibility to diverse audiences.
- Develop culturally responsive marketing and outreach materials for school-based announcements and social media platforms.
- Coordinate and recruit trainers to refine and implement the Natural Leaders Training Academy and Natural Leaders professional development sessions across member school districts and regions.
- Foster partnerships with internal and external stakeholders to expand equitable family engagement in schools, communities, and industry.
- Cross-collaborate with the career connected learning team to build awareness of career and college pathways for students and families.
- Serve as a primary point of contact and technical assistance for program-related matters around equitable family engagement.
- Convene and help lead monthly District Lead meetings with Natural Leader District Leads to support the strategic plan around student and family engagement.
- Establish and coordinate volunteer support to ensure the successful execution of programs.
- Develop and oversee program budgets, closely monitoring and reconciling program expenses against the allocated budget.
- Act as a public representative of WABS to diverse stakeholders in both the public and private sectors.
- Occasional travel, includes night and weekend events within our member school districts.
- Other duties as assigned.

### **Required Qualifications**

- People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are strongly encouraged to apply
- 3+ years of experience leading equitable family engagement programming
- 3+ years of volunteer or work experience in K12 systems
- A background in social work or a related field
- Experience working with immigrant and/or refugee communities
- Experience working with students and families from communities of color
- Strong expertise in volunteer management, recruitment, and engagement, especially in school communities
- Excellent program management skills with a strong understanding of workflow
- Excellent facilitation and presentation skills, both online and in-person, that is engaging and culturally relevant
- Excellent listening and communication skills, both verbal and written
- Proficiency in co-creation processes with communities facing educational inequities.
- Ability to network, build relationships, foster trust, and collaborate across diverse audiences

- Experience in using online collaborative tools, particularly in Zoom and Google Suite, to enhance communication and break down barriers.
- The skillset to approach situations with a racial equity mindset.
- Expertise in conflict resolution that benefits the collective, team, or organization.
- A track record of tact, good judgment, discretion, and diplomacy when working with diverse groups of people.
- A commitment to fostering a work culture rooted in transparency, accountability, and collaboration.
- Resourcefulness and adaptability in navigating ambiguity in a fast changing environment.
- A strong commitment to maintaining confidentiality and upholding a high level of integrity.
- Associate's, Bachelor's degree, or equivalent work experience
- Reliable transportation and WA State Driver's License is required
- Ability to lift 30 lbs

Preferred qualifications:

- 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.

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.