



**PWA**

PORTLAND WORKFORCE ALLIANCE

PORTLANDWORKFORCEALLIANCE.ORG

P.O. BOX 14337

PORTLAND, OR 97293

July 8, 2022

## **Program Manager**

Portland Workforce Alliance

### **ABOUT THE PORTLAND WORKFORCE ALLIANCE**

The nonprofit PWA sees meaningful access to career development as a matter of social and economic justice, and young people as the key to our region's long-term economic prosperity and quality of life. PWA works with local employers, educators and the ACE Mentor Program of Oregon to create experiences that help students develop their career aspirations, practice career skills, connect with industry professionals and work toward their college-and-career goals. We welcome all students, with extra outreach to higher-poverty and marginalized communities. PWA's mission is to build enduring partnerships that improve Oregon's graduation rate; support career readiness; create a strong and inclusive workforce; and help regional employers develop their pipeline of talent.

### **JOB DESCRIPTION AND OVERVIEW**

Portland Workforce Alliance is seeking a program manager who can further the missions of PWA and the ACE Mentor Program of Oregon. We are looking for a student-centered individual who believes in the value of young people and the power of community-based career exploration. The ideal candidate is a versatile team player with excellent organizational skills who can help us serve students from underrepresented and marginalized communities; and who has experience managing programs that serve young people, rely on volunteers and leverage community support.

### **PRIMARY RESPONSIBILITIES**

*Program management: ACE Mentor Program of Oregon (varies; approximately 35% of role)*

- Work in collaboration with the staff, board and volunteers to further the ACE program's mission around **Architecture, Construction and Engineering**.
- Manage student outreach, applications, scholarships and other opportunities.
- Manage program details and execution to support program quality, DEI goals, student/mentor retention, succession planning, and funder satisfaction.
- Provide staffing for ACE board meetings, program needs and events.
- Assist with grant-writing and fundraising.
- Support the ACE mission through effective staff work in a collaborative work environment.

*Program management and support: Portland Workforce Alliance (varies; approximately 65% of role)*

- Work with PWA team to develop, coordinate and execute experiences that educate students about career opportunities and help them develop skills, confidence and networks. Examples of these experiences are career mentorships, Career Days, mock interviews, career workshops and the NW Youth Careers Expo.
- Staff the PWA Volunteer Committee, working with committee members to recruit, prepare, support and retain volunteers; and to help PWA's 1000+-person volunteer base reflect the diversity of Portland-area high school students.
- Provide management, coordination and/or staffing support for key programs.
- Participate in professional development that builds individual and collective capacity and that supports PWA's equity goals.

- Assist with supporting the PWA board of directors, grant-writing and fundraising.
- Support the PWA mission in a collaborative and entrepreneurial work environment.

## QUALIFICATIONS

### *Minimum requirements:*

- Bachelor's or Associate's degree, or at least four years of relevant experience in the career readiness or workforce development fields
- 2 years of program management experience
- Excellent written communication skills
- Experience using Google Suite and Microsoft Office on a daily basis; highly proficient with databases, spreadsheets and other program management tools

### *Essential knowledge, skills and abilities:*

- Exceptional interpersonal communication skills; positive and helpful demeanor
- Cultural agility and experience interacting with people from diverse backgrounds
- Ability to multitask and manage deadlines through superior organizational skills
- A demonstrated commitment to diversity, equity and inclusion, including a desire to contribute to an anti-racist and supportive work environment
- Commitment to provide excellent service to educators, employers and students

### *Preferred skills or experience:*

- 3-5+ years of program management experience
- 2+ years working effectively with students, volunteers and leaders
- Familiarity with workforce needs in STEM fields and the design-and-build industry
- Competence with communication tools such as Mailchimp, CRM software, WordPress, SignUp Genius and/or Adobe Creative Suite
- Experience with grant writing, fundraising or events management

**POSITION TYPE AND EXPECTED HOURS.** The job as posted is structured as a full time, hourly, non-exempt position. The typical week will be 37.5 to 40 hours, with occasional overtime needs. This job can be modified to a 0.8 position or reduced summer hours for the right candidate. The position will report to the Executive Director. May report to the Partnerships Director for specific projects or initiatives.

## HOURS, PAY AND BENEFITS

Full time. Pay range: \$24-27/hour DOE

Competitive benefits package includes SIMPLE IRA with 3% employer match, employer-subsidized health insurance, short-term disability coverage, life insurance, paid holidays, sick time and earned vacation. Schedules may be flexible in support of work-life balance.

## WORKING CONDITIONS

This position will be a mix of remote and office work. At times it will be necessary to travel to program events and employer sites in the Portland Metro area. Reliable transportation needed.

## HOW TO APPLY

Send a cover letter and resume to [jobs@portlandworkforcealliance.org](mailto:jobs@portlandworkforcealliance.org). Please use your cover letter to specify 1) why you are interested, 2) what skills you would bring to the organization, 3) how you can further our commitment to equity, and 4) how you have helped an organization grow or improve. In addition, please specify whether you are seeking a full-time role or are interested in a modified structure (for example, a 0.8 FTE or reduced summer hours). The position is open until filled. We will begin reviewing applications on Friday, July 22, 2022.

*As an equal opportunity employer, PWA is committed to a diverse and inclusive work environment. PWA does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. All employees of PWA are required to undergo a criminal background check in alignment with our school partner requirements.*