Workforce Southwest Washington
**Program Manager**
Job Description

## POSITION OVERVIEW

The Workforce Southwest Washington Program Manager (PM) is responsible for implementing regional project grant strategies with the Southwest Washington Workforce system, including the Columbia Willamette Workforce Collaborative (CWWC). The PM will be responsible for the support, development and management of local and regional grants focused on connecting target populations (adults, dislocated workers, long-term unemployed workers, veterans, minorities, youth and other populations) to training and careers available in targeted sectors such as Advanced Manufacturing, Technology, Construction and Health Care industries and other high-growth, high-demand fields. The Program Manager is responsible for oversight and coordination of workforce programs and strategies supported by specific grants and the position will be a function of specific grant funding. The Program Manager reports to the Director of Workforce Services.

## ESSENTIAL FUNCTIONS

1. Manage key WSW grants including but not limited to Reboot NW and NW Promise through support for contractors, compliance management, budget management, monitoring and technical assistance.
2. Review contractor and service provider performance data and make recommendations for improvement. Conduct regular evaluations of the effectiveness and compliance of programs and ensure alignment with WSW's strategic plan.
3. Assist in the preparation, negotiation and execution of contracts for assigned programs/grants. On occasion, lead or participate in program procurement processes, research and develop information for RFPs, develop and apply criteria used in evaluating proposals, summarize evaluation findings and make recommendations on contract awards for regional grants.
4. Staff the CWWC's Reboot NW and NW Promise designated grant committees and subcommittees as necessary and appropriate providing strategic information and management of subcontractor engagement in these activities.
5. Participate in the planning and development of customized recruitment, training and retention services, programs and packages in relation to regional grants and projects.
6. Conduct research and analysis of labor market information, demographic trends and community needs to improve system development and performance in the Workforce Development System.
7. Seek additional funding to support regional partnership needs, business needs and workforce needs through grant writing and other fundraising efforts to support WSW's strategic plan.
8. Provide and manage monthly and quarterly reporting processes for designated grants.
9. Responsible for program expertise and best practices relative to target populations or industries and regarding the designated 14 populations listed in the Workforce Innovation and Opportunity Act.

10. Prepare narrative reports or presentations regarding program performance and operations as directed.
11. Regularly collaborate with WSW Employer Services team, Youth Initiatives Manager and Communications Manager regarding employer, youth and communication needs.
12. Other duties as assigned.

**KNOWLEDGE AND SKILLS**

- Bachelor's degree plus two years or more experience; or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Experience in customer service, time management, project planning, management, and evaluation skills.
- Knowledge and experience in program design and research methods, analysis techniques, and developmental guidelines and procedures, along with skill in contract development, negotiation and management.
- Knowledge of industry workforce trends in Advanced Manufacturing, Technology, Construction or Health care preferred.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations and ability to create complex cost proposals.
- Experience managing regional grants or bi-state partnership grants and/or other federal programs.
- Ability to gather, analyze and interpret data to present ideas, conclusions and factual data in clear and concise written and oral formats.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Skilled in effectively operating standard office equipment including personal computer and related software.
- Strong interpersonal skills and ability to work collaboratively with colleagues and partners.

**ADDITIONAL REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Valid Driver's License
- Properly licensed and insured automobile, available for use during work hours.
- Ability to travel locally, regionally or nationally to attend seminars, conferences and meetings.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8 a.m. to 5 p.m.; however, occasional evening and/or weekend assignments may occur.

workforce
SOUTHWEST WASHINGTON

**WORK ENVIRONMENT**

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the six-county Portland-Vancouver collaborative region (Clark, Cowlitz and Wahkiakum in Washington; Clackamas, Multnomah and Washington counties in Oregon). Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is an exempt position. Compensation range is $40,000 - $50,000 annually. Benefits are provided/available as outlined by policy which may change from time to time as circumstances warrant.

WSW is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, marital status, political affiliation or belief, or other protected status.

**HOW TO APPLY**

Go to www.WorkSourceWA.com and search for **Program Manager WSW**.