



ANEW improves people's lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program in the county and has a unique and successful reputation for assisting women and other under-represented populations into apprenticeship. ANEW provides career exploration, training, support services and equity and inclusion services.

POSITION TITLE: Career Exploration Lead

The main function of this position is to oversee our Passport to Career Programs and our Department of Vocational Rehabilitation (DVR) Programs. This position will report to the Director of Programs. This position will be responsible for leading the DVR and Passport to Career Programs. The position will coordinate DVR training units and manage and supervise work-based learning and workplace readiness training during school hours, after school, or weekends and school Holidays in both Western and Eastern Washington as well as outreach for Passport to Careers to eligible clients.

ESSENTIAL FUNCTIONS

Primary Responsibilities:

- Ensure contract deliverables are being met for all grants.
- Plan, coordinate, and implement contract goals schedule and measure progress to date.
- Monitor contract activities monthly and ensure monthly reporting for department is complete.
- Submit invoices to DSHS and DVR with coordination of organizational accounting staff.
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
- Supervise career exploration staff.
- Monitor, review, and implement quarterly staff goals and outcomes to ensure they meet contract deliverables.
- Lead the program through supervision of sites of conducted student workplace activities and work-based learning activities
- Collaborate with community, public, and private sectors in education, juvenile rehabilitation, and vendors for program management of contract deliverables, supplies, and materials.
- Build relationships for youth exploration and career exploration opportunities.
- Attend meetings and create partnerships for the career exploration department.
- Database entry, weekly tracking of employee activities, and reporting.
- Other duties as assigned.

Secondary Responsibilities:

- Assist with enrollment paperwork and qualification for services, specifically: DVR Pre-ETS forms.
- Create a system to track outreach and communications.
- Gather and verify PRE-ETS, ANEW Employment, Applications, (administrative paperwork) creating a check list for summer boot camps. ANEW employee, timesheets for students, DVR student Roster, for billing as well Student Exit surveys. Students need to sign have timesheets.
- Create Curriculum and go over 10 projects, and we need to know the material we need.
- Inventory materials and supplies needed for programming.



- Going over blueprints, with the schools and the staff prior to going to their sites and making sure YEP has everything they need for projects within the curriculum.
- System to track outreach and communication as well as program participation.

MINIMUM QUALIFICATIONS

- Experience supervising employees and leading a team
- Experience providing outreach and communication to disadvantaged populations, preferably IEP/504 students
- Knowledge of apprenticeship preferred
- Excellent interpersonal, written and verbal and excellent customer relations skills
- Intermediate to advanced computer skills, including operational abilities in all Microsoft Suite programs (i.e. - Word, Access, Excel, and PowerPoint)
- Experience in using various forms of social media for business related purposes
- Experience: providing recruitment, employment placement services, instruction and counseling to adult or youth population and working with ethnically diverse populations
- Knowledge of barriers facing hard to serve clients

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Ability to work flexible schedule to include evenings, weekends, and/or holidays
- Proof of citizenship or other authorization for employment
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Administration office in Renton

TRAVEL REQUIREMENT: Within the state of Washington, up to 25%

WORK SCHEDULE: Monday through Friday and occasional evening and weekends.

REPORTS TO: Director of Programs

ANTICIPATED START DATE: ASAP

SALARY

This position is an exempt position and is paid an annual salary of between \$60,000 - \$72,000 DOE per year. This position reports to the Director of Programs.

This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.



BENEFITS

Employer paid benefits include Medical, Dental and Vision for the employee. Employees may choose to purchase coverage for dependents through the ANEW plan. A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits.

Additional employer paid benefits include 401k (after one year), basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

APPLICATION PROCEDURE

This is an open position. To receive first consideration, applicants should submit a cover letter outlining qualification for this position along with a detailed resume. Please email documents to hr@anewaop.org.