



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 for women in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW has expanded its mission to continue to serve women, but to additionally serve other underprivileged populations in this space.

## **JOB DESCRIPTION – PACE PROGRAM MANAGER**

Working under the supervision of the Director of Programs, the PACE Program Manager is responsible for overseeing performance related and programmatic logistics for ANEW's PACE Program. This critical position requires a dynamic and versatile person who can work within their team to manage multiple projects and deadlines. Additionally, this position will assist with essential operational and program management functions of the training program.

## **ESSENTIAL FUNCTIONS**

### Essential Skills Training

- Create employment plan with students
- Conduct essential skills training including resume, interviewing, GRIT mindset
- Coordinate Speed Mentoring Night and Mock Interviews
- Create training reports
- Anticipate, identify, and drive resolution of challenges and interdependencies to prevent downstream problems.
- Demonstrated ability to manage and motivate students participating within cohorts
- Strong organizational and planning skills

### Pre-apprenticeship Training

- Screen potential clients and ensure they meet the requirements of the program prior to attending the try out day
- Coordinate try out and interview days with team for PACE recruitment
- Ensure PACE policies and procedures are being met
- Enter data for students and maintain an accurate database
- Fully understand all contract and grant requirements of current grants
- Calculate and report performance outcomes for PACE Program providing the Compliance Manager the necessary information to complete reporting requirements
- Respond to inquiries from the public, prospective students, partners, employers, etc. regarding PACE Program
- Assist the PACE Instructor with supervising students on job site tours, build days, etc.



#### Placement & Retention

- Works with team to place students in family wage positions
- Makes monthly or quarterly retention calls to students to ensure student success

#### **MINIMUM / REQUIRED QUALIFICATIONS**

- Have one or more of the following:
  - Bachelor of Arts Degree
  - A minimum of 4 years work experience with a non-profit or social service agency focused on providing support services and employment services to diverse populations
- Fearless communication – must be able to balance diplomacy and discretion with candor and clarity
- Action-oriented – focus on acting, testing assumptions and adjusting as they go
- Data-driven – understand the importance of using data to drive decisions and correct course
- Collaborative – ability to leverage partnerships to maximize impact
- Team building – ability to build a strong, diverse team
- Ability to work with diverse populations and ensure programming is inclusive to all
- Create and manage training cohort Schedules
- Desire to work in a fast-paced environment

#### **PREFERRED QUALIFICATIONS**

- Minimum of four years' work experience in the following areas: providing recruitment, employment placement services, instruction and counseling to adult or youth population and working with ethnically diverse populations
- 2 years of contract management
- Office management / project management
- Knowledge of unions and apprenticeship system
- Knowledge of common barriers and strategies for working with clients with multiple barriers
- Experience with non-profits organizations and training programs
- Able to effectively work with "hard to serve populations"
- Be able to meet multiple timelines and deadlines
- Work with minimum supervision
- De-escalation Training
- Trauma Informed Care

#### **CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS**

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- Ability to get to multiple work locations on a routine basis
- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described



- Continuation of this position is dependent on achievement of performance goals and availability of funding

**WORK LOCATION:** Kent Training Center

**WORK SCHEDULE:** Tuesday- Friday 6:30 – 4:00 (this is 4 10's with the possibility of 5 8's)

**REPORTS TO:** Director of Programs

**ANTICIPATED START DATE:** A.S.A.P

#### **SALARY**

This position is paid an annual salary of 55,000 – 70,000. This is an exempt position and reports to the Director of Training at ANEW. Work schedule is 40 hours per week with a schedule of Monday through Friday and occasional evening or weekend work. 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**

The Program Coordinator is a non-exempt position. This position will work 40 hours per week and may be scheduled as four 9-hour days and one 4-hour day. The person in this position is expected to serve a 90-day probation period. Benefits will take affect after 30 days of employment. If the position is more than 30/hours per week, the following benefit information will be made effective:

Employer paid benefits include Medical, Dental and Vision.

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 basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

#### **APPLICATION PROCESS**

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to [hr@anewaop.org](mailto:hr@anewaop.org).

