



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 Supervisor**

The main function of this position is to oversee our Passport to Career Programs and our Youth Exploration Program. This position will report to the Director of Programs. This position will be responsible for leading the YEP and Passport to Career Programs. The position will coordinate YEP 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 WSAC 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
- driver's license – some driving will be required for event work

#### 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:** ANEW Administration office –Renton and Satellite locations as assigned

**WORK SCHEDULE:** Monday through Friday, 8:00 am – 5:00 pm, with occasional evenings and weekends as needed

**REPORTS TO:** Director of Programs

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

#### SALARY

This position is an exempt position with a salary of \$60,000 - \$72,000 DOE per year per year. This is an exempt position and reports to the Director of Programs. 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 person in this position is expected to serve a 90-day probation period. Benefits will take effect on the first of the month following 2 full months 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 PROCEDURE**

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 the name listed below. No calls please.

Hiring Manager, Dee Jackson, [Dee@anewcareer.org](mailto:Dee@anewcareer.org)