



**Apprenticeship & Non-Traditional Employment for Women (ANEW)** improves peoples' 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.

#### **POSITION TITLE: RISE Up Program Manager**

Reporting to the Impact Manager, this position's primary responsibility is administering the RISE Up Program pilot. The RISE Up Campaign seeks to create an inclusive culture in the construction industry. In conjunction with Sound Transit, ANEW will pilot RISE Up on a project worksite as we continue to develop and evaluate the program.

#### **ESSENTIAL FUNCTIONS**

##### **Program Development/Evaluation**

- Develop and guide the advisory group working with the RISE Up Campaign to ensure the program is meeting the needs of the public and private owners.
- Develop and implement program modules.
- Develop and implement evaluation of the program.
- Teach module components.
- Provide organizational assessments/evaluations on current policies as it relates to EEO compliance.

##### **Program Implementation**

- Implement pilot program at Sound Transit project site.
- Work with other public owners/contractors on similar projects.
- Develop and adapt implementation procedures to varying project scopes.

##### **Program/Grant Management**

- Manage the oversight of grant outcomes and grant spending.
- Ensure the organization is meeting the outcomes of the funding sources.
- Ensure programs are working collaboratively and efficiently to achieve grant and contract outcomes.

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

- Demonstrated commitment to economic, racial and social justice and an understanding of the ways institutions and systems hurt communities of color through both conscious and unconscious bias.

- Experience teaching adult learners as well as experience in curriculum development and delivery.
- Experience in the development and implementation of pro-equity strategies.
- Flexibility and adaptability in working with a small, growing non-profit.
- Strong administrative skills with a proven track record of managing multiple projects.
- Experience in working with collaborative partnerships and the ability to work with diverse populations, build partnerships and collaborations.
- Strong written and verbal communications skills with the ability to speak in front of large groups of people and teach diverse populations.

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

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- 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 8am – 5pm, with occasional evenings and weekends as needed

**REPORTS TO:** Executive Director

#### **SALARY**

This position is paid an exempt position with a salary range of 50,000 – 65,000 per year. This position is grant funded and continuation of this position is subject to continuation of funding.

#### **BENEFITS**

The RISE Up Program Manager position is an exempt position. The person in this position is expected to serve a 90-day probation period. Benefits will not be included until and unless the position is made permanent, which is contingent upon performance evaluation, funding, board direction, and potential re-development of the organization and its training/service delivery models. If the position is more than 30/hours per week, employer paid medical benefits will include medical, dental, and vision benefits.

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 [karen@anewaop.org](mailto:karen@anewaop.org)