



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 underserved populations into apprenticeship.

JOB DESCRIPTION – Lead Program Manager

Working under the supervision of the Director of Programs, the Lead Program Manager is responsible for overseeing all performance related and programmatic logistics for ANEW's Training Team. This critical position requires a dynamic and versatile person who can manage multiple projects and deadlines.

JOB SUMMARY

This position oversees the administration and coordination of pre-apprenticeship programs at ANEW. This position is responsible for coordinating all the pre-apprenticeship program manager and ensuring current programs are meeting funder requirements and outcomes. This position works closely with the Director of Programs to meet all ANEW's training needs. This position acts as a liaison between contractors and the program and acts as a connector to jobs.

ESSENTIAL FUNCTIONS

Program Management:

- Oversee and manage all administrative aspects of ANEW's training programs.
- Oversee and manage all Program Managers.
- Ability to read contracts, determine outcomes and hold staff accountable to meeting outcomes.
- Provide on-site supervision, while maintaining professional boundaries.
- Must learn and apply positive behavior modification techniques and model effective de-escalation and problem-solving skills.
- Create professional relationships with contractor partners.
- Proficient in Excel, Word, and BFET knowledgeable is desired.

Program Implementation:

- Work with Director of Programs to create new business opportunities, obtain funding for these opportunities and create staffing and implementation plans.
- Oversee applicant pool list, placements, and scheduling interviews for new clients.
- Retention of students, entering students in the database, looking, and tracking students in LNI, and interviewing with students who have been suspended or cancelled.

Organizational Leadership

- Contribute to short and long-term organizational planning and strategic goals as a member of the management team
- Organize and coordinate internally and externally ensuring deliverables are met.

- Complete thorough intake process with clients and review/audit files for all required paperwork.
- Hold and create new partnerships with apprenticeships and contractors.

MINIMUM QUALIFICATIONS

- Have one or more of the following:
 - Bachelor of Arts Degree
 - A minimum of 6 years of work experience with a non-profit or social service agency focused on program management
 - Experience working with apprenticeship programs is preferred
- Experience working with diverse populations
- Excellent interpersonal communication skills, and ability to work with a team
- Strong written and verbal communication skills
- Superb customer service skills
- Proven ability to be organized and detail orientated
- Knowledge and application of organization, planning, records management
- Excellent people manager, open to direction and collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization
- Ability to look at situations from several points of view
- Persuasive with details and facts
- Delegate responsibilities effectively
- De-escalation Training
- Classroom Management

REQUIREMENTS OF EMPLOYMENT

- 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 Training Center –Kent, WA

WORK SCHEDULE: Monday through Friday with occasional evenings and weekends as needed

REPORTS TO: Director of Programs

SALARY

This position is paid an annual salary of \$68,000 – 75,000 DOE; This is an exempt position, Monday through Friday (40 hours) and occasional evening or weekend work. This position requires the ability to travel statewide and nationally. 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, Vision and 401k is available for full-time employees. Additional employer paid benefits include basic life insurance, vacation, sick leave, holiday pay, and taxes as required by law. If the positions are opened to an employment search, paid benefits will not be included until and unless the position is made permanent, which is contingent upon funding, Board direction, and potential re-development of the organization and its training/service delivery models.

APPLICATION PROCEDURE

To receive first consideration, applicants should email a cover letter and resume to hr@anewaop.org.