

## **Uplift Northwest**

### **Project Management Specialist**

**Department: Business Enterprise**

**FLSA Status: Non-Exempt**

**Salary Grade: Non-Manager**

**Reports To: Senior Project Manager**

**Date: December 2024**

#### **Overview:**

Uplift Northwest (ULNW) is the go-to staffing and support services organization, proudly serving the greater Seattle area for over 100 years. We are looking for a Project Management Specialist to help further our mission of guiding people on their path to self-sufficiency by providing employment and job readiness services. ULNW is committed to serving individuals who are living in poverty and may be experiencing homelessness by providing supportive services and skills training in high-demand jobs. To find out more about what we do in the community, please visit [www.UpliftNW.org](http://www.UpliftNW.org).

#### **About the Position:**

The Project Management Specialist is a team member in the Business Enterprise Department. This role supports the day-to-day operations of Uplift Northwest's Project Management Teams, ensuring smooth and efficient management of the teams supporting external business partners. This role is responsible for leadership, financial oversight, and the implementation of strategic initiatives that advance the organization's mission and delivers measurable community impact.

#### **Essential Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily.

- Develop and maintain positive communications with Project Management Crews including ensuring teams are fully staffed.
- Recruit and onboard new participants for Project Management Teams
- Oversees scheduling, deployment, and support of daily crew activities to meet client and program needs.
- Monitors crew performance, ensuring quality service and adherence to organizational standards and safety policies.
- Tracks, manages and replenishes inventory, ensuring necessary supplies and equipment are available and maintained.

- Supervises payroll processes, ensuring accuracy, compliance, and timely payment for crew members.
- Manages administrative functions related to employee records, time tracking, and reporting.
- Collects and tracks operational data to report back to customers and contribute to yearly impact report.
- Supports management of contracts and grant-funded programs, ensuring successful execution and compliance with funding requirements.
- Collaborates with clients, funders, and internal teams to meet contractual obligations and achieve program objectives.
- Promotes a culture of accountability, collaboration, and continuous improvement.

### **Knowledge and Skills**

- Proficient with computer programs such as Microsoft Outlook and Salesforce
- Leadership, managerial or crew supervisory experience.
- Comfort and proficiency communicating in person, phone, and email.
- Ability to handle problems with poise in a quick and accurate manner.
- Demonstrated skill in cultural competency with the ability to work comfortably with individuals from various socio-economic, ethnic, and cultural backgrounds.
- Basic understanding of workforce development and homelessness.
- Detail oriented with ability to work in fast-paced environment and be flexible to changing priorities.
- Excellent customer service and problem-solving skills.
- The ability to work effectively both independently and as a member of a team.
- A positive and professional attitude and demeanor.

### **Salary & Benefit Information**

- Salary range: \$31-33 Per Hour (Bonus incentive based on organizational goals, team goals, and individual goals)
- Medical, Dental and Vision • Retirement Plans with matching program
- Generous paid holidays (12)
- Vacation and Sick Leave
- Paid Parking or Orca card

**Application process:** Submit cover letter and resume to [alexnd@upliftnw.org](mailto:alexnd@upliftnw.org)