

## Workforce Development Program Manager

**Title:** Workforce Development Program Manager

**Reports To:** Senior Program Manager-Employment and Housing Services

**Department:** Missions Programs

**Manages:** Career Center Staff, Trainers, and Volunteers

**Uplift Northwest (ULNW) is the go-to temporary staffing and support services organization, proudly serving the greater Seattle area for over 100 years. We are looking for an Employment & Housing Services Navigator to help advance our mission of guiding people on their path to self-sufficiency through employment, job readiness, workforce development, supportive housing, and wraparound 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 learn more about our work in the community, please visit [www.upliftnw.org](http://www.upliftnw.org).**

### **Job Description:**

The Workforce Development Program Manager runs daily operations, plans and launches training and career initiatives/workshops, develops and implements workforce and economic development engagement strategies for partnerships with locally owned businesses that align with the workforce, and outreaches in the community to bridge the gap between job seekers, educational/training groups, and local employers. Key duties include managing budgets, building community and employer partnerships, supervising instructors or support staff, and tracking program participant career readiness engagement and job placement metrics across the agency.

The Workforce Development Program Manager will have the opportunity to be a key player in setting a vision for how Uplift Northwest supports career and educational pathways that result in economic empowerment for participants. The Program Manager must be adaptable to change, be responsive to community needs and communicate effectively to ensure secure investments from internal and external stakeholders. The successful candidate will be self-motivated with experience coordinating large-scale programs and services, leading diverse teams, and managing grant initiatives.

### **Essential Responsibilities**

- **Program Management:** Plan, run, and scale daily operations for adult education, job training, and professional workshops. Coordinate virtual and in-person programs and services, including engaging in one-on-one appointments with participants,

#### **EMPOWERMENT THROUGH EMPLOYMENT**

classroom/workshop instruction, community engagement, and supporting volunteer activities. Collaborate with colleagues and partners in a team-oriented environment and lead work teams that include diverse perspectives, skills, experiences, and abilities.

- **Program Design/Curriculum Development:** Work with the Senior Program Manager and Chief Mission Officer to develop and launch career training, apprenticeship, and skill-building pathways aligned with regional labor demands. Assess employer and business needs, identify training gaps, and translate workforce feedback into program design.
- **Partnership Building:** Maintain, explore, and initiate partnerships with community agencies, local employers, trade associations, and educational institutions serving adults throughout the city. Meet with local industry representatives to understand workforce and talent needs. Create opportunities for business and industry partners to support training programs through apprenticeships, internships, job shadowing, work-based learning, and career pipelines.
- **Grant and Budget Oversight:** Track program funds, manage budgets, fulfill federal, state, and private grant reporting requirements, and help secure ongoing grant support. Will work specifically with BFET funders and make sure team members are accurately tracking, documenting, and reporting on all BFET related funding requirements. Ensure participants are enrolled in eligible career training and workforce development funding sources.
- **Data & Evaluation:** Ensure all agency metrics are accounted for and measured including, but not limited to, enrollment, job placement rates, and long-term participant outcomes. Develop and manage a database of employers and/or industry representatives and maintain regular communication through appropriate channels.
- **Supervision and Team Leadership:** Train and evaluate instructional staff, career coaches, volunteers, Career Center instructors, Navigators, and support staff. Provide effective supervision, including serving on agency and community committees focused on community engagement and workforce development.
- **Teamwork:** Participate as a team member and contribute to the functions of Mission Programs and Business Enterprise Programs at Uplift Northwest. Serve on internal committees and coordinate with staff across the system on large-scale projects. Keep agency leadership and stakeholders informed about the progress of community engagement efforts.
- **Other duties as assigned** by the Senior Program Manager in response to a rapidly changing environment and to ensure successful implementation of Career Center services.

## EMPOWERMENT THROUGH EMPLOYMENT

## Required Qualifications

- **Education:** Bachelor's degree in business, education, public administration, or a related field, or a combination of education and experience
- **Experience:** 3–5+ years managing professional programs, adult education, workforce development, or community outreach initiatives.
- **Skills:** Strong public speaking, budget tracking, data analysis, and stakeholder engagement. Effective oral and written communication, program development and process improvement, and successful in the organization, coordination, and management of programs. Knowledge and experience implementing principles and methods for promoting programs and services.
- **Adaptability:** Must be flexible, able to handle multiple competing projects, priorities and tasks. Adaptable to change and able to work effectively in a fast paced, high-volume environment with a range of diverse internal and external stakeholders.
- **Mission Alignment:** Ability to accomplish organization objectives by organizing and monitoring work processes. Commitment to organization's mission and aligned on all strategic priorities.
- **Computer Skills/Data Systems:** Proficiency in MS Office Suite, Salesforce, HMIS, TempWorks, and other relevant systems. Ability to complete required BFET and Coordinated Entry training and certification.

## Hours and Work Schedule

This is an exempt position with a primarily in-office and field work schedule, Monday through Friday. Some remote work may be available based on organizational needs and supervisor approval.

## Compensation and Benefits

- Annual salary range: \$80,000–\$90,000/Exempt
- 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
- Employee Assistance Program
- **Send Cover Letter and resume to [hr@upliftnw.org](mailto:hr@upliftnw.org)**

## Physical Demands

### EMPOWERMENT THROUGH EMPLOYMENT

The physical demands described below are representative of those required to successfully perform the essential functions of this role. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- Regularly sit, walk, talk, hear, and use hands to handle or feel objects, tools, or controls.
- Occasionally stand, reach with hands and arms, and lift or move up to 30 pounds.
- Use visual abilities including close vision, distance vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment described below is representative of the conditions an employee may encounter while performing the essential functions of this role. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

Work is performed indoors in a general office environment. The noise level is usually moderate and may include typical office sounds such as computers, printers, telephones, and personnel traffic.

### **To Apply:**

**Please send a cover letter and resume to:** [HR@upliftnw.org](mailto:HR@upliftnw.org)