



# CENTRAL PUGET SOUND SENIOR PROGRAM OFFICER

## JOB DESCRIPTION

### BASIC INFORMATION

**Job Title:** Central Puget Sound Senior Program Officer

**Status:** Full Time, Exempt

**Place of Performance:** Seattle, Washington

**Travel Requirements:** Limited (<20%) overnight travel via air or personal vehicle required

**Supervisor:** Director of Strategic Partnerships

**Direct Reports:** None at this time

### POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for systemically underserved students.

The Central Puget Sound Senior Program Officer will advance opportunity through STEM education and career pathways in Washington State's most populous region. The successful candidate will lead collective action efforts, working closely with other Washington STEM colleagues and regional Network leaders across the state.

### PRIMARY RESPONSIBILITIES

- Lead Washington STEM's on-going efforts to establish a cross-sector, collective action network focused on STEM education and career pathways in King and Pierce Counties, home to more than 40 percent of Washington students
- Advance the key work streams of a Washington STEM Network, including:
  - organize and maintain a cross-sector network focused on creating system-level change related to Washington STEM's program areas (early learning, K-12, and career pathways), with initial work focused on early learning;
  - co-create and support Washington STEM's policy and advocacy agenda;
  - set goals and measure progress using available data and data systems
- Develop and advance initiatives that articulate and complement the work of other organizations in the region (including the Foundation for Tacoma Student's Tacoma STEAM Network; the Community Center for Education Results, Eastside Pathways, and King/Pierce Career Connect Washington Regional Network) and that are aligned with the work of Washington STEM's regional STEM Network system

- Represent Central Puget Sound as a part of the Washington STEM regional Network system, ensuring that resources, lessons learned, and best practices from other regions are localized in the Central Puget Sound region and that innovations in the Central Puget Sound ultimately benefit the other regions of our state
- Cultivate strong partnerships with and among Central Puget Sound organizations that serve Indigenous students, Black students, and other communities of color – especially organizations whose leadership and staff reflect the populations they serve
- Lead with data, centering people from Washington STEM’s priority populations (in particular, Indigenous students, Black students, and students from other communities of color in the region)
- Within the region and the STEM Network community, lead on issues of racial equity and educational justice
- As a member of the program team, support the design and execution of program strategy and initiatives
- Cultivate strong partnerships with other internal teams at Washington STEM (impact, policy and advocacy; resource development and communications, and finance and operations) to achieve strategic plan goals
- Other duties as assigned

## QUALIFICATIONS AND EXPERIENCE

### Leadership

- Recognized leader in education in Washington state with experience in nonprofit education sector
- Demonstrated leadership on educational justice and racial equity initiatives
- Established network of contacts in early learning, STEM education, and the broader education community

### Diversity, Equity, and Inclusion

- Experience working with organizations that specifically center Indigenous stakeholders, Black stakeholders, and/or people from other communities of color to advance educational equity
- Strong ability to execute work that centers racial equity and educational justice
- Expertise working with people of diverse backgrounds, cultures, and perspectives
- Strong understanding of tribal governments, structures, and relationships, including tribal structures and relationships with tribal organizations not currently recognized by the US Government
- Strong understanding of anti-colonial and anti-racist practices used to dismantle and replace status quo conditions of settler-colonialism and structural racism

### Management

- Experience managing grants and contracts in education setting, including developing project scopes, budgets, and schedules
- Experience managing the work of consultants or subcontractors
- Experience writing reports, grant proposals, and presentation materials for both internal and external audiences
- Demonstrated experience leading multiple projects

## Execution

- Strong alignment with Washington STEM's organizational mission and values
- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Excellent interpersonal skills and a strong partnership orientation
- Excellent oral and written communications
- Strong critical thinking and creative problem-solving skills
- Strong project management and organizational skills
- Ability to work collaboratively, exercising good judgment and decision-making to achieve shared goals

## Work Environment:

- Thrive in an intense, do-it-yourself start-up-style environment
- Ability to work well within a cross-functional team environment
- Normal office environment with low to moderate noise levels; occasional lifting of up to 20 lbs.; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC
- Ability to work occasional evenings and weekends

## Technical:

- Experience working with data and data systems related to education, employment, and career
- High-level of proficiency with Microsoft Office and Tableau Dashboards (and similar data systems)

## BENEFITS

- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
- Matching 401(k)

## HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in this role as well as responding to these questions:

1. What does it mean for you to have a commitment to diversity and equity?
2. How have you demonstrated that commitment and how would you see yourself demonstrating it at Washington STEM?

Compensation for this role is competitive. The salary range is \$105,250 - \$123,500, and salary will be commensurate with candidate experience.

Anyone interested in the position is encouraged to apply early in the process. To apply, please send a cover letter and resume to [hr@washingtonstem.org](mailto:hr@washingtonstem.org).