**SENIOR PROGRAM OFFICER**

**JOB DESCRIPTION**

**BASIC INFORMATION**

**Job Title:** 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:** Chief Program Officer  
**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. Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. Washington STEM directly works with over a dozen state agencies, with the majority of the higher education institutions and apprenticeship programs in the state, public and private early learning providers and early learning roundtables, policymakers and legislators, employers (including some of the largest employers in the world), and dozens of state initiatives and task forces.

The Senior Program Officer will lead Washington STEM’s Career Pathways Program area by providing strategic direction, partnership development, and technical support to advance Career Pathways for young people in Washington state. The successful candidate will lead cross sector collective action efforts, working closely with Washington STEM colleagues, regional Network leaders, K12, higher education, and workforce partners, state agencies, and community-based organizations.

**PRIMARY RESPONSIBILITIES**

- Lead Washington STEM’s well-established cross-sector Career Pathways Program focused on high-demand, family-wage career pathways for young people in Washington state, primarily students furthest from educational justice.
- Make significant progress on advancing the goals of Washington STEM’s three-year (2022-2024) strategic plan
- Work closely with the 10 regional STEM Networks and our emerging Central Puget Sound partnership, and aligned collective action efforts across the state to advance organizational goals, including:
  - Identify Career Pathway barriers and opportunities and advance local and state policies that result in more equitable outcomes for priority populations
- Provide technical support and mentorship including data analysis, learning through use of evidence, problem solving and solution identification, and partnership development
- Develop, implement, and assess targeted catalyst investments to and with STEM Networks and partners
  - Co-lead with program staff, Washington STEM’s partnership on the statewide Career Connect Washington (CCW) initiative, including:
    - Support to program intermediaries and CCW regional networks
    - Cultivate diverse industry and community partners
    - Develop communication materials and conduct outreach
    - Co-manage with other Washington STEM staff and statewide lead partners the CCW Directory of student opportunities
- As a member of a highly-collaborative program team, contribute to and benefit from colleagues with extensive expertise in content areas as well as organizational operations, supporting 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/communications, and finance/operations) to achieve strategic plan goals
- Other duties as assigned

**QUALIFICATIONS AND EXPERIENCE**

**Leadership**
- Recognized leader in K12, higher education, and/or workforce educational development in Washington state
- Experience interfacing with and/or work/leadership in nonprofit education sector
- Demonstrated leadership on educational justice and racial equity initiatives
- Experience facilitating a collaborative team including strong cross-team communication
- Established network of contacts in career pathways, workforce development, 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 facilitation and presentation skills
- Ability to communicate with diverse audiences
- 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
- Flexible schedule including in-office as well as remote (working from home)
- 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 moving to and from meeting spaces, 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/COMPENSATION
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
• Matching 401(k)

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

**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?

Interested candidates are encouraged to apply early in the process. To apply, please send a cover letter and resume to hr@washingtonstem.org.