



TITLE: Project Manager

POSITION DESCRIPTION

Reports to: PROGRAM MANAGER

Type of Position:

Regular Full-Time

Regular Part-Time

Temporary

Salary: \$ 45,000-65,000/year

FLSA: Exempt Eligible

JOB SUMMARY

The incumbent in this position is primarily responsible for coordinating with partners and providing project oversight for initiatives and activities related to NOW's Behavioral Health Work-Based Learning Career Pathway (BWLCP) program. This is a grant-funded position that is expected to be filled for a minimum of three years and as part of their duties the incumbent will be tasked with helping to identify sustainable revenue sources, or may be asked to remain on staff in a revised capacity depending on performance and budgetary considerations.

ESSENTIAL JOB FUNCTIONS

- Work proactively and cooperatively with partners on the grant such as private sector employers, training providers, and county mental health agencies to ensure successful outcomes for the BWLCP program.
- Identify and engage with additional potential employer partners who may be interested in participating in the program.
- Conduct outreach and help to recruit students or other job seekers who are appropriate for participation in the program.
- Interact with apprentices, interns and others who are involved in work-based learning opportunities to provide support and assistance as they work their way through the program.
- Provide case management in helping to identify and secure additional supportive services that an individual in the program may need to eliminate barriers and achieve success.
- Provide presentations on the program to NOW's Board of Directors, local elected officials, state workforce agency representatives, prospective employer partners, or other stakeholders.
- Perform various administrative tasks associated with the program, including but not limited to performance reports or updates to the grantor, assistance with registering apprentices, and completing required paperwork on behalf of employer partners.
- Provide outreach to and interface with any applicable licensing or certification bodies related to the occupations for which program participants are being trained.
- Travel locally, regionally, or nationally to attend seminars, conferences, and meetings as appropriate.



TITLE: Project Manager

POSITION DESCRIPTION

- Assist in the development and implementation of special projects and perform other duties as assigned by the Program Manager or Executive Director.
- Report directly to NOW's Program Manager.
- May act on behalf of the Executive Director when provided authority.
- Coordinate with WorkSource Oregon for Title IB enrollment.
- Other duties as may be necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Preferred Bachelor's degree in public policy, communications, social sciences, or a related field. Equivalent work experience may be substituted for education requirement.
- At least one year of applicable work experience in workforce development, project management, and/or community development preferred.
- Knowledge of Project Management processes, implementation, and tracking.
- Ability to travel locally, regionally, or nationally to attend seminars, conferences, and meetings
- Ability to establish and meet designated timelines.
- Advanced computer literacy and knowledge of Participant Tracking systems, and familiarity with Microsoft Office software and programs.
- Demonstrated ability to: Communicate effectively orally and in writing at all levels, make complex material clear and concise to varied audiences; prepare and make presentations, including sensitive planning and development projects to a variety of workforce system partners and stakeholders; identify, evaluate, and resolve complex project coordination Work collaboratively with people from diverse backgrounds; work independently and as a team player; be detail oriented, with excellent organizational skills to prioritize and handle multiple tasks.
- Bilingual in English/Spanish is highly preferred.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work is performed in a home office environment and also requires regular travel in the five-county region, occasional travel within Oregon state, and national meeting attendance.