



TITLE: Project Manager

POSITION DESCRIPTION

**Reports to: PROGRAM AND COMPLIANCE
DIRECTOR**

Type of Position:

Regular Full-Time **LIMITED DURATION 3 YEARS**

Regular Part-Time

Temporary

Salary: \$ 45,000/year

FLSA: Exempt Eligible

JOB SUMMARY

The incumbent in this position is 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. The incumbent may be asked to remain on staff beyond the life of the grant in a revised capacity depending on performance and budgetary considerations. This position reports to NOW's Program and Compliance Director. This position is eligible for full employment benefits.

ESSENTIAL JOB FUNCTIONS

- Coordinate and manage implementation of the Behavioral Health Work-Based Learning Career Pathways (BWLCP) program through and HOWTO grant.
- Work proactively and cooperatively with partners on the grant 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.
- Enroll and 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 regarding grant progress and outcomes.
- 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.



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- Travel locally or regionally, as appropriate.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High school diploma or equivalent is required.
- At least one year of applicable work experience in workforce development, grant tracking, case management, social services, project management, and/or community development preferred.
- Ability to demonstrate knowledge and/or experience in:
 - project management processes, implementation, and tracking;
 - working directly with participants including: enrollment, support, goal setting, and participant tracking; and/or
 - registered apprenticeship programs, committees, requirements.
- Ability to travel locally and regionally in the five-county area (Clatsop, Columbia, Benton, Lincoln and Tillamook Counties).
- Ability to establish and meet designated grant timelines and deliverables
- Advanced computer literacy and familiarity with Microsoft Office software and programs.
- Demonstrated ability to:
 - Communicate effectively orally and in writing at all levels;
 - Present material in a clear and concise to varied audiences;
 - Work collaboratively with people from diverse backgrounds; and
 - Work independently and as a team player.
- Detail oriented, with excellent organizational skills to prioritize and handle multiple tasks.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work is performed in a home office environment and also requires regular travel in the five-county region. Applicant should be a resident of Benton, Clatsop, Columbia, Lincoln, or Tillamook County.