



PACIFIC MOUNTAIN
WORKFORCE
DEVELOPMENT

POSITION TITLE:

STRATEGIC INITIATIVES NAVIGATOR

Reports to: Assoc. Director of Strategic Initiatives

Type of Position:

Regular Full-Time

Project Term Limited

Regular Part-Time

Project Term Limited

Temporary

Starting Salary Range: \$4,803 - \$5,200/mo

Full Salary Range: \$4,803 - \$6,388/mo

FLSA: Exempt Eligible

POSITION SUMMARY:

This Navigator role supports the work and complex activities generated by managers and executive level staff of the organization. The Navigator role has significant responsibility in the specialty areas they are working on. They take a lead role in analyzing, developing, coordinating and organizing tasks requiring a high level of understanding and thought process. This position has high levels of autonomy and uses independent thinking and judgment to make decisions, recommendations and resolutions in their area of specialization. Utilizes strategic thinking to create plans, programs and materials to integrate and facilitate coordination between a wide variety of industries and partners. The Navigator role takes initiative to create and enhance systems, engage in communication with external partners, and coordinate activities between programs and systems. May supervise lower level staff.

POSITION DESCRIPTION:

The Strategic Development Navigator independently coordinates and organizes projects by working with partners to design, complete, evaluate, and finalize work. Provides ongoing support to partners and contractors in designing scopes of work and reviewing progress and deliverables to reach goals. This position has a focus in strategic alignment and development of regional industry sectors and career pathways.

DEVELOPS-detailed and strategic scopes of work and deliverables for contracts; process and procedures for contractors to adhere to contract requirements; performance and budget goals; reports to management on contract status

MONITORS-contractor performance and budget goals; program and policy compliance; program deliverables and activities; trends and variance with program design

COORDINATES-program objectives with other projects; communication, meetings and trainings with contractors; information with management; technical assistance and guidance; services and resources;

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Organizes projects with regional partners to produce strategic coordination of resources
2. Researches and recommends grant and funding opportunities that align with the mission and direction of the organization
3. Coordinates contractors and vendors to meet project deliverables
4. Supports development of strategic and operating plans

5. Analyzes programming and project needs to strategically design and implement contracts to carry out goals
6. Establishes strategic contract deliverables in alignment with organizational plans and objectives and provides assistance to ensure deliverables are achieved
7. Oversees the activities of contractors within their specialization
8. Researches community resources and identifies applicable contractors using procurement processes
9. Reports on the progress of projects and works strategically with staff and partners to manage timelines and meet deadlines
10. Ensures compliance with grant terms, applicable rules, regulations and budget restrictions
11. Designs detailed and strategic scopes of work, agreements and related contract language
12. Provides technical assistance, guidance and training to address program compliance to staff and contractors as needed
13. Research and analyze data elements and demographics necessary to support project development
14. Helps address program conflicts and recommends solutions

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of workforce development programs, services, techniques and performance
2. Experience developing and managing contracts
3. Experience coordinating and managing programs and projects. Proven ability to effectively accomplish goals and deliverables and meet deadlines
4. Knowledge or current grant writing methods, processes and resources
5. Experience collaborating and maintaining relationships with external partners
6. Strong verbal and written communication skills. Ability to generate clear, concise information and to vary writing styles to meet the needs of a variety of audiences
7. Initiative to create and develop new processes, procedures and policies
8. Highly organized with ability to multitask
9. Able to maintain high levels of confidentiality, credibility and professionalism
10. Ability to understand, interpret and follow federal, state and local policies and regulations
11. Ability to work and collaborate with diverse populations
12. Ability to provide guidance and training to a wide variety of audiences
13. Proven ability to apply analytical skills and pay close attention to detail
14. Ability to identify, assess and resolve issues in a timely manner
15. Excellent customer service skills. Ability to respond to requests and manage difficult situations
16. Proven skills and experience with Microsoft Word, Excel, and Outlook

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
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The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved. May require regular travel within the PacMtn region, occasional travel within Washington State, and national meeting attendance.

OTHER:

None

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.