



ASSOCIATE DIRECTOR
Equity and Priority Populations

POSITION DESCRIPTION

Reports to: Chief Executive Officer

Type of Position: Regular Full-Time, Exempt

Full Salary Range: \$6,057 - \$8,056 /month

Starting Salary Range: \$6,057 - 6,557/month

JOB SUMMARY:

This Associate Director is an imaginative and inspirational leader with a tenacious commitment to building workforce initiatives that provide exceptional services for priority populations in the PacMtn Region to include youth and traditionally underserved populations including the BIPOC* and LGBTQ+* communities. This executive level leadership position will guide the region-wide workforce's commitment to equity- and inclusion-focused programming and serves as the key advisor to the complex systemic issues that impact priority populations and their opportunity to thrive.

Strategic thinking as system-wide leader *and* operational fortitude at the ground level are critical pieces for this Associate Director to possess. The position administers the expansion and management of programs and services for youth and priority populations, affirming, researching, and analyzing the workforce and training needs of our region. Work-based learning, innovative leadership development, and mentorship opportunities, and site-specific mechanics are also how we do this work, and this position will lead these and other creative preparation initiatives for these critical populations to sustain program solvency.

****BIPOC – Black, Indigenous, People of Color; LGBTQ+ - Lesbian, Gay, Bisexual, Transgender, Transsexual, 2/Two-Spirit, Queer, Questioning, Intersex, Asexual, & Ally***

JOB FUNCTIONS:

1. Advocates the needs and capabilities of priority populations and ensures organizational continuum of service is accountable for being responsive to those unique needs.
2. Advises on matters of diversity, equity & inclusion and supports local and regional strategic planning to advance the goals in ways that center priority populations and their needs.
3. Identifies community needs and recommends workforce development programs and program modifications to better serve high priority populations.
4. Proactively develops strategies to address barriers to employment for populations served.
5. Serves as the primary conduit for meaningful community engagement on matters related to workforce development for priority populations.
6. Directs work and provides regular oversight of department staff. May also include supervision of interns, volunteers, AmeriCorps or similar program. Position inspires, mentors, provides personnel evaluations, and recommends improvement plans and disciplinary action as appropriate.



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7. Responsible for clarifying and synthesizing differences between project requirements versus federal, state laws, and local policies and practices relative to work area, and ensuring that the organization maintains clarity and compliance.
8. Maintains clear understanding of all related contracts and statements of work regarding priority population initiatives and assist in planning, developing and managing work plans, metric achievement goals, and associated budgets.
9. Oversees the management and performance of contracts and programs, providing support and assistance to contract holders and monitoring performance of programs relative to grant requirements to ensure compliance with laws, regulations and PacMtn policies.
10. Advises team on content development efforts to secure additional funding opportunities that emerge for priority populations to gain access to career preparation for high-demand, high-wage jobs.
11. Participates on external community groups to provide PacMtn visibility and leadership on matters of workforce development.
12. Performs special projects as needed requiring extensive research, interpretation, or commentary on current or emerging trends and community concerns.
13. Provides staff support to WDC Board or assigned committees and task forces.
14. Engages in public speaking assignments to cultivate and maintain positive community relations in areas of responsibility, sharing programs and services with connections.
15. Serves on the executive leadership team, in full collaboration, and may represent the CEO at external meetings and events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated understanding of contemporary challenges and opportunities that impact priority populations identified (youth, BIPOC*, LGBTQ+*), additionally including individuals with disabilities, individuals impacted by the criminal justice system, those who are house less, struggling with substance use disorders, mental health and/or the impacts of poverty.
2. Track record of applying leadership in a way that inspired teams to achieve high productivity and maintain a culture of trust and hospitality.
3. Able to articulate the importance of diversity, equity and inclusion in workforce programs and to design programming with those central focus areas.
4. Ability to hire, train, supervise, and mentor a mid-size team; including ability to recognize actions and performance affecting progress.
5. Demonstrated passion and experience working with priority populations with the ability to successfully outreach to the populations and develop relationships.
6. Skilled in strategic analysis and data-driven design, allowing for budget monitoring and staff planning based on desired outcome to support strategic planning efforts for the department, and the larger organization.
7. Engaging presentation style and effective communication skills.



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8. Familiarity with proposal writing and fund procurement through federal, state and other funding sources.
9. Demonstrated experience in the development and maintenance of strong, long-term partnerships, programs or systems streamlining/integration, and leveraging resources.
10. Demonstrated experience in project planning, management, evaluation techniques.
11. Able to provide clear direction and effective leadership in the absence of the Chief Executive.

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EXPERIENCE AND TRAINING:

Post-secondary training, certificates and/or degrees in areas including community development, education, economic development, business administration or human services **plus** five years' experience; with at least two years senior level leadership experience **OR** equivalent combination of education and experience that allows one to demonstrate competitive capacity.

Training specific to diversity, equity and inclusion

PREFERRED:

Lived experience of identified underserved priority populations this position will serve

Additional language and multicultural experience

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved.

Requires regular travel in the five-county region, occasional travel within Washington State, and national meeting attendance.

PacMtn is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.