***POSITION ANNOUNCEMENT***

**Senior Associate Director of Workforce Services**

**WHY WORK AT PACMTN?**

* We are leaders providing dynamic workforce development solutions that build prosperity and enhance the economic success of our region.
* We are committed to a genuine partnership with organizational stakeholders and others who share our mission.
* Innovation and creativity are the backbone of our day to day activities.
* Compassionate, human centered solutions are essential elements of our professional reputation.
* We acknowledge both businesses and job seekers as customers of the local workforce system.
* We are a learning environment that strives for excellence in all we do.

**WHAT WOULD YOU DO?**

The Senior Associate Director – Workforce Services is an executive level position overseeing the development and management of workforce programs. This position:

* *requires an imaginative and inspiring leader with enduring commitment to building a workforce system laser-focused on customer service and ensuring the humanity of all customers is centered in PacMtn’s work.*
* *provides innovative leadership to coordinate and leverage multiple workforce development programs being delivered by regional providers and internal staff.*
* *ensures successful implementation of integrated service strategies and aligns partnerships, working collaboratively with the One-stop operator and all workforce system and community partners.*
* *requires post-secondary training, certificates and/or degrees in related areas including community development, education, economic development, business administration or human services plus five years’ experience; with at least two years executive-level leadership experience or equivalent combination of education and experience that allows one to demonstrate desired knowledge, skills and abilities.*

**THE SUCCESSFUL CANDIDATE IS …**

* Familiar and experienced in workforce and human resource development programs appropriate and useful to diverse and rural populations
* Committed to excellence, integrity, collaboration and compliance in organizational performance
* Communicative, collegial, kind and dedicated to customer needs
* Accomplished in supervision and coaching of mid-size team; able to recognize actions and performance affecting progress.
* Administrative leader with contract management and grant administration experience
* With a demonstrated record of creative networking and ability continually enhance and broaden the reach of workforce development programs aimed at enriching people’s lives and the economic strength of the counties we serve.
* Interested in a fast-paced, diverse, office environment, with daily variability in work and tasks.

**ADDITIONAL POSITION DETAILS**

* Office Location: *Tumwater, WA*
* Type of Role: *Full Time*
* Full Salary Range: $6,579.75 - 8,751.19/month with a published Starting Salary Range*: $6,579.75 - 7,231.18 /month*
* Exceptional Benefits Package: *Public Employee Retirement System, fully covered employee medical, dental, vision, life and long term disability insurance. Additional allowance for dependent care.*
* Paid Time Off Benefits: *10 paid holidays, 1 paid personal day, 1 community service day, 4 Wellness Days and monthly 12 hours of accrued paid time off*
* Travel: *Less than 5%*

**REQUIREMENTS FOR APPLICATION**

* 10 min presentation using Voice Over PPT
	+ Question: Describe the key challenges for workforce development programs in WA and what tools do you think can help overcome those challenges?
* Supplemental Question (Presented in Standard Memo Format)
	+ Why do you want to work for a community-based organization like PacMtn? (250 words max)
* Provide a writing sample/excerpt of a staff report, an executive level memo or another document in which you sought to influence a decision or inform an audience. (2 page maximum)
* Resume
* Send documents to recruitments@pacmtn.org

**APPLICATION DEADLINE**:*This position is open until filled, however qualified applicants are encouraged to apply quickly;* ***anticipated first screening date is January 27, 2021.***

**HIRING PROCESS**

STEP 1: *Supplemental Questions Memo & Resume Review*

STEP 2: *Phone Interviews:* *Review of 10 min Voice-over PPT*

STEP 3: *Panel Interview*

STEP 4*: Interview with CEO & Invited others*