



Job Title:	Career Connected Learning Program Manager	Reports to:	Director, Education and Talent
Department/Division:	Education and Talent	Direct Reports:	None
Status:	Regular, Full-time; Exempt	Date:	February 2020

Our Vision:

A vibrant Spokane region that is connected, inspired, and driven to succeed.

Our Mission:

GSI creates the place where organizations come together to advocate for the region, drive strategic economic growth, and champion a talented workforce. Together We’re Greater.

Our Values:

Collaboration: We are inclusive and welcome a diversity of perspectives that reflect the aspirations of our community.

Innovation: We are resourceful, creative and strive for intentional progress in all that we do.

Respect: We foster mutually respectful relationships between members, our partners and the community.

Job Purpose:

Manages a portfolio of career connected learning opportunities throughout the Eastern Washington region. The individual will be responsible for leading and managing all program aspects from planning, implementation, relationship development and community engagement.

Essential Responsibilities:

- Builds and continuously improves strategies identified to connect career pathways for students in the region.
- Coordinates and facilitates Business AfterSchool and Teaching the Teachers industry workshops.
- Develops, implements and manages the work that drives the content within the career connected learning portfolio, including the management of the Career Connect Washington Regional Network grant.
- Translates and communicates the career connected learning strategies within the education and talent portfolio to internal and external stakeholders.
- Builds and maintains relationships with industry and education partners.
- Updates and coordinates communications relevant to the STEM website, events calendar, program asset map, e-newsletter, and STEM Facebook page.
- Engages, manages and facilitates partnerships in connecting to digital career connected learning tool, access2experience (a2e).
- Contributes to Education & Talent portfolio and activities as part of the Education & Talent department.
- Contributes to organizational success by:
 - working with colleagues to discover and develop ways to retain, grow, better align and leverage GSI resources for greater impact;
 - developing and maintaining relationships with GSI’s Board and members to improve investor engagement;

- contributing to an organizational culture of teamwork, support, engagement, and empowerment;
- regularly evaluating GSI's systems and processes for continuous improvement; and
- contributing to the collection, organization and presentation of key data in relation to GSI's strategic plan.
- GSI reserves the right to change or assign other duties to this position.

Knowledge, Skills, & Experience Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Bachelor's degree in business, communications, education or related field and minimum of 3 years of experience in developing and leading programs with community collaboration is required. An equivalent combination of education and experience may be considered. Demonstrates strong leadership skills and a track record of sustained measurement of program outcomes, ability to work independently and collaboratively to achieve desired results. Exhibits effective and connective communication skills between industry and education partners.
- Certificates and Licenses: Valid driver's license.
- Computer Skills: Technology savvy and proficient using Microsoft Office suite, CRM software, database management system, and internet. Salesforce experience preferred.
- Supervisory Responsibilities: None.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposed to typical office environment conditions and noise levels. Frequently required to travel to local, regional, and national events, meetings or training by car and air travel. Regularly scheduled to work 40 hours per week; frequently may be required to work more than 40 hours per week to meet deadlines, finish assignments, or attend events and meetings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

<u>Employee Acknowledgement</u>	
I acknowledge, understand and agree to the job duties and requirements for this position.	
Employee Name (printed):	_____
Employee Signature:	_____
Date:	_____