

Seeking Technical Assistance and Training Senior Program Manager

Wise is currently seeking a Technical Assistance and Training Senior Program Manager with professional expertise in benefits information, work incentives, planning, cash and medical benefits and planning. Wise is a not for profit organization dedicated to expanding and sustaining integrated and customized employment opportunities for people with intellectual and developmental disabilities. Our work is primarily educational. We consult with families, employment service agencies, local and state governments, school districts, and private businesses, providing training and support for those who wish to create employment opportunities in their communities.

As a TA and Training Senior Program Manager, you will have the unique opportunity to:

- Work alongside the Wise teams located in Seattle, Spokane and Portland
- Plan and coordinate training, technical assistance, and events related to employment, cash and medical benefits and work incentives
- Work with local community members to promote community employment, benefits information, planning and assistance
- Work with Wise staff, consultants, Counties and the State of Washington to assist employers to hire people who experience disabilities
- Provide training and technical assistance on core supported employment skills as well as benefits and work incentives throughout Oregon and Washington States
- Provide Certified Benefits Planners training and technical assistance, and
- Be involved in a host of other exciting projects as they arise.

The position requires frequent travel. Travel will include work across WA State and may include work in other states as needed. This position will be based in the **Tukwila** office and will require flexibility with work hours and travel scheduling. The successful candidate will provide his or her energy, enthusiasm, talent, and expertise as an integral member of a team dedicated and passionate about promoting and achieving Employment for All.

If you are interested in being part of our organization please send your resume and cover letter to Morgan Cain, Operations and Communications Coordinator at morgan@gowise.org, **no later than 5:00 p.m. February 1, 2019**. If you have questions or need more information about the position, please contact Susan Harrell, Assistant Executive Director at Wise at susan@gowise.org. Information may be submitted by mail at 16040 Christensen Road, Suite 212, Tukwila, WA. 98188. Please be sure to note the specific position for which you are applying on documents.


creating workability

POSITION: Senior Program Manager

DESCRIPTION: The Senior Program Manager promotes the mission and values of the Washington Initiative for Supported Employment. They provide technical assistance, information and consultation to governmental staff, community boards, employment service agencies, schools, parents, advocates, employers, co-workers and individuals with disabilities to foster the values, design, development, marketing, and operation of supported employment. They manage the design and implementation of technical assistance, training and innovative projects on capacity building and community development.

IMMEDIATE SUPERVISOR: Assistant Executive Director

POSITIONS SUPERVISED: As outlined by the Executive Director

JOB DUTIES AND RESPONSIBILITIES:

- Assists the Executive Director, Assistant Executive Director, Director of Training and Technical Assistance and Finance Director with the development and implementation of agency goals, priorities, and policies. Manages various projects necessary for the agency to function effectively.
- Designs and implements innovative projects that promote employment of people with disabilities and system change. Manages staff associated with projects.
- Develops and leads projects that promote long-term employment of people with disabilities.
- Develops, delivers and facilitates training events, public forums, and/or conferences.
- Develops and delivers informational presentations and materials on supported employment.
- Represents the organization at public and professional meetings and forums.
- Coordinates the preparation of agency materials and other public information.
- Implements and monitors contract deliverables.
- Compiles and prepares financial, statistical, narrative reports on project performance.
- Additional responsibilities and duties as negotiated and assigned by the Executive Director.

EDUCATION AND EXPERIENCE: A Bachelor's degree and at least 10 years' experience in the development and delivery of training and technical assistance related to employment. Years of advanced education may be substituted for related experience. Must have received certification as a benefits planner or Community Work Incentives Coordinator through RCEP7, VCU or Cornell. Must demonstrate written and verbal communication skills, an ability to understand and execute contracts and the ability to design and deliver technical assistance and training. A valid driver's license and the ability to travel nationally are also required.

SALARY: DOQ

