

Job Announcement

OPERATIONS & TRAINING MANAGER Washington State Community Action Partnership (WSCAP) Olympia, WA

OVERVIEW

Seeking an experienced Operations and Training manager to support a statewide association composed of 30 Washington State Community Action Agencies. In partnership with the executive director, the successful candidate will be prepared to carry forward and build on the 40-year legacy of supporting the WSCAP network in serving low income families and individuals in meeting their basic needs and providing the tools and skills in preparation to exiting poverty.

Looking for a dynamic person with a good sense of humor who has compassion and also knows how to dot 'I's and cross 'T's. Our office is creative, committed, hard working with a 'what-ever-it-takes' attitude, yet in a relaxed environment.

One role this position will be responsible for is to assist the executive director in the overall operations of this membership organization - to enhance and strengthen the capacity of the member agencies to deliver services effectively and to educate about and involve the public in the mission of Community Action via newsletters and other communications.

The second main role will be the organization, management, negotiation and contracting for the delivery of Training & Technical Assistance (T&TA) to the Community Action network of 30 agencies in conjunction with the Washington State Department of Commerce. This will entail and the negotiation and management of short term contractual arrangements through which WSCAP engages resources, including training and technical assistance. Based on a needs assessment, T&TA will also be developed in conjunction with our neighboring states in Region 10: Oregon, Idaho and Alaska.

The Washington State Community Action Partnership (WSCAP) impacts lives. It has a deep-rooted commitment to reduce poverty. It is comprised of a network of agencies working to assist low-income families and individuals across Washington State and its 39 counties. WSCAP member organizations are focused on holistic, adaptable solutions to specific local needs. WSCAP works at the federal, state and local levels to ensure that all people in Washington get their basic needs met and are empowered to create a better life for themselves and their children. Everyone benefits from healthy communities.

Our Impact:

- \$355 million invested back into the state economy by Community Action Agencies
- 4,000 jobs provided through Community Action Agencies as a major employer
- 935,000 people helped through Washington State Community Action Agencies Annually

ABOUT WSCAP

WSCAP is a 501(c)(3) membership organization for the 30 Washington State Community Action Agencies (CAAs), which serve all 39 Washington counties. For more than 50 years, these agencies have been providing vital human services to low-income individuals, families and those in need. Hundreds of thousands of people have benefited from these services having become better equipped to exit poverty. Twenty-six of the agencies are private not-for-profit organizations and four are public, primarily county organizations.

These 30 Washington CAAs are major employers in their communities, and provide multiple services through federal, state, and local funding. The key source of funding is the Community Services Block Grant (CSBG). These are flexible dollars that can be used locally for the most critical needs in each community. The purpose of CSBG funding is to provide assistance to states and local communities, working through a network of CAAs for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas and migrant or seasonal farm workers to gain their highest level of self-sufficiency.

Community Action's purpose is to build strong communities and help low income individuals and families with the tools and skills that enable them to exit poverty. For more information, see: www.wapartnership.org.

See following Position Description ...

AN EQUAL OPPORTUNITY EMPLOYER – 1 of 3

POSITION DESCRIPTION: OPERATIONS & TRAINING MANAGER

REPORTS TO: Executive Director
 STATUS: Exempt
 SALARY: \$50,000 + Benefits
 OPEN: Until Filled: Resumes reviewed upon receipt Resume and
 SUBMIT: Cover Letter to Jobs@wapartnership.org

JOB RESPONSIBILITIES & KEY ATTRIBUTES: OPERATIONS & TRAINING MANAGER**SUMMARY:**

The Project & Training Manager Position is responsible for a wide variety of tasks, including overseeing Training and Technical Assistance for the state-wide organization as well as activities in partnership with three neighboring states. WSCAP is a 501c3 non-profit association of 30 Community Action Agencies in WA with a primary role being the provision of Training & Technical Assistance to its members. WSCAP interacts and supports numerous workgroups of the association including: Finance, Human Resources, PR & Development, Weatherization, Program Staff, and Front Line Staff. Additionally, WSCAP works closely with the State Department of Commerce. A variety of standing committees, projects and disappearing task forces are active on an on-going or as-needed basis. This role will assist with the coordination, record keeping and scheduling of these groups.

Communications is a key part of this role, and includes acting as a liaison between these groups and the network overall. This role also requires significant organizational oversight, scheduling management, reporting, planning and logistics. This role will oversee a bi-annual training calendar, website management, network communications, social media, data collection and record management.

This position is based in Olympia, WA.

DUTIES & RESPONSIBILITIES:

- General day-to-day operations of the organization; coordinate, manage and monitor the workings of various projects in the organization.
- Develop productive relationships with the 30 Washington State Community Action Executives
- Execute the communication activities, including a monthly newsletter
- Provide support to the Executive Director with various tasks as requested
- Oversee and coordinate all events, including all meetings and trainings
- Assist with the work of the Board of Directors and its Committees
- This role requires some travel both in and out of state for trainings and meetings.
- This position has the intent of adding the following goals over time:
 - Manage a 4-state contract including fiscal oversight, program deliverables, and reporting within federal guidelines.
 - Monitor all additional contracts to assure progress towards meeting program goals, objectives, and spending projections.
 - Ensure the timely and accurate preparation of reports required by funding sources.
 - Responsible for ensuring agency compliance with all policies and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Compliance with National Mandates
- Membership Liaison
- Event Planning
- Exceptional attention to organization & detail
- Excellent written and oral communication skills
- Superior customer service skills
- Diplomacy
- Professionalism
- Assertiveness

AN EQUAL OPPORTUNITY EMPLOYER – 2 of 3

POSITION DESCRIPTION: OPERATIONS & TRAINING MANAGER

ADDITIONAL DESIRED SKILLS:

- Social media
- Data and research
- Graphics and marketing
- Grant & Contract Writing/Compliance
- Fiscal Oversight & Budgeting
- Use of a personal vehicle required with mileage paid

REQUIRED EDUCATION OR EXPERIENCE:

Bachelor's or Master's degree, preferably in public administration, business, finance, or human resources, and three years' progressive experience in nonprofit administration and contract management.

or

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job well.

AN EQUAL OPPORTUNITY EMPLOYER – 3 of 3