



Program Manager

Position overview, posted on August 3rd

Job Title: Program Manager

Reports To: Senior Program Manager

Direct Reports: N/A

Job Classification: Full-time, non-exempt

Job Location: Seattle, Washington; hybrid schedule (in-office and remote). Must reside in Washington state and work onsite Tuesdays and Thursdays.

Schedule: Typical weekly hours for this position are Monday through Friday, 9 AM – 5 PM

About Us

Since 2011, **Washington STEM** has tackled the root causes of educational inequity and economic injustice so that learners in every corner of our state have what they need to become STEM-literate adults ready to step into in-demand, family-sustaining jobs. Based in Seattle, we are recognized statewide for our strengths in partnerships, data, and advocacy.

Our Values

- Community
- Collaboration
- JEDI (Justice, Equity, Diversity, and Inclusion)
- Learning and Innovation
- Trust

To learn more about us, please visit [washingtonstem.org](https://www.washingtonstem.org)

About This Position

The **Program Manager (the Manager)** plays a key role in supporting management and execution of projects within Washington STEM's program portfolio. This position fulfills deliverables for our priority initiatives, helping to deepen Washington STEM's ability to strengthen cradle-to-career pathways for students from historically marginalized communities across Washington state.

The Manager partners closely with program leadership to coordinate and execute cross-functional projects, ensuring alignment and collaboration across initiatives. The role contributes to the development and implementation of strategic priorities, provides technical assistance and support to partners, and serves as an effective representative of Washington STEM in both internal and external settings to advance organizational goals and impact.



The following statements are intended to describe the general nature and level of work performed by the individual(s) assigned to this position. They are not intended as a comprehensive list of all responsibilities, duties, and skills required of personnel in this role.

Core Functions & Responsibilities

Program and Project Management (60%)

- Execute programmatic investments to regional partners, including tracking milestones, reporting requirements, and budget spenddown.
- Collaborate with staff across organizational departments and programs to fulfill project deliverables.
- Collaborate with partners and consultants on projects; assist program leads with budget preparation and expense management.
- Serve as the primary contact for assigned projects with partners and stakeholders.
- Provide strategic and technical support to partners within content area expertise.
- Collaborate across the project delivery team to share strategies, strengthen project execution, and advance effective program management practices.
- Adopt shared practices and strategies to support a cohesive and org-wide approach to program management.

Program Support & Strategy Execution (30%)

- Support the continuum of program initiatives broadly, understanding the role Washington STEM plays in cradle-to-career pathways for students in Washington.
- Support the program leads in managing project activities and monitoring relevant local/state policy and practice changes.
- Assist in coordinating management of consultants, contractors, and vendors for program initiatives and projects.
- Draft reports, grant proposals, and knowledge papers; develop and deliver presentations for internal and external audiences.
- Conduct research on new initiatives related to various program goals and barriers; synthesize findings for the Senior Program Manager.
- Analyze education, workforce, K-12 STEM, student, family, and related data (qualitative and quantitative) in support of program goals.

Contribute to High-Functioning Programs Team (20%)

- Partner with supervisor to develop and execute annual work plan for performance management and professional development that aligns with annual strategic plan goals.
- Supporting strategic programmatic planning and execution.



- Identify patterns and issues within assigned projects to support continuous improvement in execution.
- Partner with program leadership team and program delivery team to align systems and processes across programs, data impact, and advocacy.
- Participate in programmatic and project team meetings.

Participate in Collaborative and Inclusive Culture (10%)

- Support a culture of continuous improvement and develop systems to track progress toward key goals.
- Participate in intentional learning efforts, including events and opportunities relating to understanding and dismantling institutional racism and building cultural humility.
- Contribute toward a positive, inclusive work environment, and participate actively in staff meetings and events, as required.

Physical Requirements

The physical demands described here are representative of those that need to be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is typically low to moderate.

About You

Position-Specific Qualifications and Experience

- Bachelor's degree or equivalent experience in a relevant field (public policy, data, education, social sciences, or related).
- 3+ years of experience working in Washington State within Early Care and Education, K-12 STEM, workforce development and education space, and/or with regional coalitions, educators, and/or providers.
- Knowledge of issues, trends, and policy landscape in Washington State relevant to one or more areas of the cradle-to-career continuum.
- Familiarity with relevant education research across one or more keystones, such as learning sciences and human development, STEM curriculum and pedagogy, culturally relevant and responsive practices, family and caregiver engagement, and/or college and career readiness.



- Increasing experience making data-informed recommendations in cradle-to-career STEM education, with growing familiarity with relevant state and federal programs, policy, and field-level research.

General Qualifications and Experience

- Strong systems thinking and ability to connect work across multiple initiatives.
- Awareness of how AI and emerging technologies are reshaping learning environments and careers, and how education pathways can be aligned to evolving skill demands.
- Experience supporting partnerships with diverse stakeholders across regions or sectors.
- Maintain regular communication with supervisors regarding work plans and proactively seek guidance regarding priorities and timelines.
- Demonstrated success in accomplishing significant results via teamwork and leadership.
- Able to thrive in a collaborative and energetic work environment.
- Demonstrated commitment to JEDI (Justice, Equity, Diversity, and Inclusion).
- High professionalism and integrity when working with diverse stakeholders and handling confidential information.

Knowledge, Skills, and Abilities

- Strong ability to execute work centering JEDI.
- Strong alignment with our organizational mission and values.
- Familiarity with strategic thinking, systems change, and programmatic performance tracking.
- Ability to be flexible and responsive to changing priorities.
- Ability to be self-directed, take ownership, and see projects and initiatives to completion in a timely manner.
- Excellent verbal and written communication skills.
- Skilled in designing and editing presentations and materials.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving to achieve shared goals.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook), Google Drive, Smartsheet, Slack, and online meeting tools, such as Zoom and Teams; and emerging AI technologies.

Compensation



The salary range for this position is between **\$88,218** and **\$123,505**. New hires typically start **between the minimum and mid-point of the range**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

Additional Benefits

- Employer-paid medical, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid time off at an accrual rate of 6.462 hours per payroll, with the accrual rate increasing with tenure
- 17 Paid holidays, including one week at the end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Professional development fund

How to Apply

To apply, please submit your resume and cover letter as two separate PDFs to hire@washingtonstem.org. Your cover letter should express your specific interest in this role and include a statement regarding your personal commitment to equity.

Washington STEM is a proud equal opportunity employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Washington STEM provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender identity, pregnancy, sexual orientation, marital status, familial status, disability, genetic information, protected veteran status, or other protected classes under the law in compliance with applicable federal, state and local law.

We are committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Women, BIPOC, individuals with disabilities, LGBTQIA+, and candidates who represent the diversity and lived experiences of the communities with which we work with are strongly encouraged to apply.