



# HIGH SCHOOL TO POSTSECONDARY - SENIOR PROGRAM OFFICER JOB DESCRIPTION

## BASIC INFORMATION

**Job Title:** Senior Program Officer

**Travel Requirements:** Some overnight travel (30%)

**Status:** Full Time, Exempt

**Supervisor:** Chief Impact and Policy Officer

**Place of Performance:** Seattle, Washington

**Direct Reports:** N/A

**In-Office/Remote:** Hybrid or Remote

## POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they do not always receive the support they need to thrive. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for historically excluded students.

Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, P-12 STEM, and career pathways. We envision a state where skin color, zip code, income, and gender do not predict educational and career outcomes.

This Senior Program Officer (SPO) position will be responsible for strategic leadership and execution of programs and initiatives within the High School to Postsecondary and credential to career keystone areas. This role involves managing programs that address systemic and equity gaps for students with limited opportunities in their transition from K-12 to postsecondary pathways. The SPO will oversee programmatic work, support educators, advocate for policy changes, and foster partnerships with organizations that serve underrepresented populations. Effective collaboration with fellow Senior Program Officers, directors, and team members across diverse keystone areas and departments is crucial for this role.

The SPO will be expected to execute this work through the lens of Justice, Equity, Diversity, and Inclusion (JEDI) and actively participate in ongoing JEDI learning and practice. This role is responsible for working within a dynamic network of relationships with a wide range of stakeholders, including, but not limited to, regional Networks, regional coalitions, local community organizations, agencies, philanthropic organizations, and other regional- and state-level partners to achieve our mission. The SPO will contribute to programmatic, data, direct support, and policy/advocacy efforts to forward the mission of Washington STEM.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Strategic partnership and advocacy (Approximately .5 FTE):
  - Lead one or more major initiatives that address the barriers that students must navigate in the high school to postsecondary transition space, including project vision, goals based on research and engagement with partners from across the state, and the broader Washington STEM mission and strategic plan.
  - Collaborate with the leaders of all of the departments across the organization to drive forward the organization's mission, goals, and barriers in the high school to the postsecondary and credential to career alignment keystone areas.
  - Coordinate and collaborate on fundraising activities as the content area expert, such as providing language for grant proposals and developing relationships with funders and agency partners
  - Coordinate and collaborate with the Credential to Career and P12 STEM keystone teams to ensure alignment between the programs and initiatives across the keystones and to ensure that the organization's efforts are cohesive for statewide partners
  - Ensure programmatic efforts are executed through a lens of Justice, Equity, Diversity, and Inclusion
- Facilitation, Resource Development, and Project Management (Approximately .5 FTE)
  - Lead on the writing of reports, tools, and other collateral in coordination and collaboration with communications team and with other program, impact, and policy members as it relates to high school to postsecondary keystone and credential to career alignment areas
  - Demonstrated experience in facilitating conversations with regional, district, school staff, and agency partners aimed at dismantling racism and ageism, including navigating and challenging power dynamics and inequity.
  - Demonstrated experience in leading workshops and/or consultation support in data literacy, capacity, and effective use of high school to postsecondary and credential to career data among partners that are relevant to partners' needs.
  - Demonstrated project management and event coordination skills, including the ability to thrive in a fast-paced, collaborative work environment, take initiative, respond to shifting priorities, communicate changes and progress clearly, multitask, and meet deadlines.
  - Demonstrated experience in budget/grant management
- Other duties as assigned

## QUALIFICATIONS

- 5+ years of experience addressing barriers that students experience in the transition from high school to postsecondary education in Washington state, including, but not limited to, direct student support and facilitating adult learning and changes in practice.
- Experience with building strong relationships with leaders and practitioners in the high school-to-postsecondary space, including but not limited to K-12 educators, administrators, higher ed professionals, and agency partners.
- Demonstrated strong understanding of the key levers in supporting equitable transitions from high school to postsecondary and cradle to career transitions, including but not limited to: financial aid completion, dual credit enrollment and completion, advising, best practices for mitigating summer melt, student and family support for all postsecondary pathways (2-year, 4-year, apprenticeship, and technical degrees), and workforce pathways (i.e. Career Connect Washington)
- Demonstrated understanding of how to access and use various forms of data (quantitative and qualitative) to drive changes in local, organizational, and statewide policies, practices, and procedures
- Experience managing grants and contracts
- Demonstrated personal commitment to anti-racism work with an understanding of the challenges and barriers faced by communities concerning race, ethnicity, age, class, ability, immigration status, gender, etc.—and their intersections.

- Excellent written and oral communication skills, including experience and interest in developing and delivering presentations.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong ability to execute work with a Diversity, Equity, Inclusion, Justice, and Belonging lens
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and online meeting tools, such as Zoom and Teams
- Demonstrated experience working on cross-functional team projects
- Desire to work with people of diverse backgrounds, cultures, and perspectives
- Strong alignment with organizational mission and values
- Entrepreneurial mindset and the ability to be flexible and responsive to changing needs and priorities
- Ability to be self-directed, take ownership and see projects to completion in a timely manner
- Excellent interpersonal skills and a strong partner service orientation
- Effective balance between autonomy and knowing when to ask for support
- Excellent oral and written communications for internal and external purposes
- Strong critical thinking and problem-solving skills
- Strong project management and organizational skills
- Knowledge and experience with utilizing data and data tools to inform practices and policies

## PHYSICAL REQUIREMENTS

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:

- 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 their 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 usually low to moderate.
- Occasionally move up to 10 pounds and rarely move up to 20 pounds.

## BENEFITS

- Health, 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 accrual rate increasing with tenure
- 17 Paid holidays, including one week at end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Mileage reimbursement for work-related travel beyond normal commute
- Other compensation: discretionary bonuses

Compensation for this role is competitive. The salary range is \$80,934 - \$113,307, and salary will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.

## HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter to [hr@washingtonstem.org](mailto:hr@washingtonstem.org). Your cover letter should express your specific interest in this role as well as a personal equity statement.