

Community Leadership Institute Program Manager

APPLICATION DEADLINE: November 23rd, 2022

Send resume and cover letter to jobs@pugetsoundsage.org; Subject: CLI Program Manager.

Questions can be addressed to Eric Agyemang, Leadership Programs Director, at eric@pugetsoundsage.org.

ABOUT PUGET SOUND SAGE & SAGE LEADERS

Puget Sound Sage charts a path to a living economy in the South Salish Sea and Duwamish River Valley (greater Seattle) regions by developing community power to influence, lead, and govern. We ground our policies in community-based research with people and organizations serving BIPOC workers, their families and communities. Through the power of coalitions centering impacted communities, we have advocated for and passed some of our region's most exciting policies that promote climate justice, good jobs and equitable development in low-wage and people of color communities. Our campaigns and theory of change are rooted in racial justice, which for us means working for Black liberation and in solidarity with Indigenous communities as we collectively build power in our region.

Our family of organizations includes Puget Sound Sage (501c3) and Sage Leaders (501c4), an affiliated organization that cultivates deep democracy in Washington state by developing Black, Indigenous and People of Color community leaders for civic and elected leadership. We are a staff of 19, based in Seattle's Chinatown/International District, however our c4 work supports and collaborates with leaders across the state of Washington.

Our Sage Leaders programs work to transform our political system and build power in communities of color and low income communities by offering leadership development programs for civic leaders. The mission of the Amplify program at Sage Leaders is to recruit, train, and support progressive leaders at the local level, prioritizing those currently underrepresented in public life - Black, Indigenous, and People of Color, LGBTQ people, young people, and women. We believe relationships are paramount and reject the transactional nature of "politics as usual". We are passionate about making structural changes that allow people from our communities to thrive in political leadership.

ABOUT THE POSITION

The CLI Manager is responsible for managing our Community Leadership Institute program, a 6-month fellowship cohort-based fellowship program that recruits, resources, and trains emerging BIPOC leaders serve and infuse equity agenda on strategic municipal boards and commissions. and plays a key role in ensuring the long-term growth and sustainability of the program. Key responsibilities include program recruitment; organize leadership training sessions; alumni engagement; program evaluation and development, managing data and administrative information to achieve program priorities; cultivating partnerships with facilitators, fellows, alumni, and boards and commissions.

RESPONSIBILITIES

Program Recruitment (15%)

- Develop and implement strategies/plan to recruit fellows and facilitators to the CLI program – specifically, scheduling and facilitating informational sessions and sharing application link via social media, and recruiting facilitators for specific training sessions.

Alumni Engagement (20%)

- Manage quarterly alumni network programs for former CLI fellows to maintain sustained support as they sit on local boards and commissions.

Program Management and Administration (50%)

- Coordinate and facilitate all CLI meetings and training. Manage relationships with allies, other governmental staff and local leaders to provide relevant skills building training to CLI fellows.
- Research and identify strategic boards and commissions with openings to aid the assignment of fellows.
- Manage and assist with graphical representation of program data in the form of policy or research briefs.
- Manage and maintain updated data on the CLI alumni.
- Collaborate with program director to advance program development and expansion, such as strategic planning, grant reporting, and evaluation of the program to ensure successful implementation of goals.

Team Participation and Other Responsibilities (10%)

- Participate in weekly staff meetings, semi-annual team retreats, racial justice transformation work, and other organization-wide development
- Stay up-to-date on personal operations tasks (your own timesheets, expense requests, lobbying reporting, evaluations, etc.)
- Actively grow personal professional development, in collaboration with supervisor and teammates

Personal and Professional Development (5%)

- Identify and develop personal and professional development goals and resources with support from the leadership programs director.

QUALIFICATIONS

The ideal candidate will be mission-driven, persistent, flexible, diligent with follow-through and have the ability to keep up with a fast-paced work environment. Specific requirements include the following:

- Demonstrated commitment to economic, environmental, and racial justice
- 3 years of program management experience
- Excellent follow-up and personal management skills
- Excellent facilitation and relationship building and management skills

Strong interpersonal skills with a preference for candidates with community, coalition or union organizing experience.

- Strong verbal and written communication skills
- Ability to work in a highly collaborative environment
- Strong knowledge in MS Word, Outlook, Excel, and Publisher (ability to use additional data presentation tools strongly preferred)

Knowledge of local and regional policy related to transportation, housing, labor and environment preferred but not required

COMPENSATION

This is a full-time, exempt, benefits-eligible, union-represented position. The salary for this position is \$69,500. Family health benefits available at up to 93% employer-paid, retirement contribution after six months of employment with no employee match required, generous vacation and personal time, transit pass, and \$1,000 annual allocation for Professional Development per staff person.

TO APPLY

To apply, **email resume and cover letter to jobs@pugetsoundsage.org**. Please use “CLI Program Manager” as the subject line, and in your cover letter briefly describe your motivation and passion for the position, and how your experience/background prepares you for this role. In the body of your email, please let us know how you found out about the position, and label all submitted materials with your first and last name. This position is open until filled, but priority review will be given to candidates who have submitted their applications by

November 23rd. Applications received after that date may be reviewed in a second round. Only applicants who are offered interviews will receive a response.

Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, black people, indigenous people, people of color, immigrants, LGBTQIA people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.