



## **Seeking Technical Assistance and Training Project Manager**

The Washington Initiative for Supported Employment (WISE) currently has an opening for the position of Technical Assistance and Training Project Manager. WISE is a private not for profit organization dedicated to expanding and sustaining employment opportunities for people with developmental and intellectual disabilities. Our work is primarily educational. We consult with people, families, employment and residential service agencies, local and state governments, school districts, private businesses, consultants, and other stakeholders in pursuit of employment. We provide training and support for those who want to create employment opportunities in their communities.

The Technical Assistance and Training Project Manager position is a creative and dynamic employment leadership position. As the Project Manager you will have the opportunity to:

- Work with our team to establish the Portland, OR WISE office
- Lead a Pearl District business advisory network and outreach event initiative
- Plan and coordinate the Oregon Employment Learning Network (OELN), Discovery training events, and the Meet at the Mountain III event
- Mentor and advise local Employment First teams
- Work with WISE staff, consultants, and state staff on the 2015-2016 Transformation Project to assist agencies to develop and enhance their community employment capabilities
- Provide training and technical assistance on core supported employment skills throughout Oregon and Washington States
- Be involved in a host of other exciting projects as they arise.

### **PREFERRED EDUCATION AND EXPERIENCE:**

Bachelor's degree preferred with a minimum of five years as an employment specialist and two years as a trainer and technical assistance provider, concurrent experience is acceptable. Written and verbal communication skills, demonstrated proficiency at learning and using a variety of PC-based software programs, and the ability to self-manage, monitor, and fulfill contractual work. A demonstrated ability to work as a team member, communicate effectively, and learn and grow in support of a mission.

### **MANDATORY QUALIFICATIONS:**

A valid Washington or Oregon State Driver's license and private automobile liability insurance are required. The selected candidate will also be required to pass a criminal background check upon hire.

**SALARY: DOQ**

The position requires frequent travel and will be located in the Portland office. The successful candidate will provide his or her energy, enthusiasm, talent, and expertise in support to and as an integral member of a dedicated and passionate team committed to promoting and achieving employment for All. If you are interested in being part of our organization please send your resume and cover letter to Jim Corey, Senior Program Manager at WISE ***no later than 5:00 p.m. January 9, 2015.*** Jim can be reached through email at [jim@gowise.org](mailto:jim@gowise.org) or by mail at 100 S. King St., Suite 260, Seattle, WA. 98104.