

Refugee & Immigrant Services Northwest (RISNW) **Program Manager Job Description**

Background

Refugee & Immigrant Services Northwest (RISNW) is a 501(c) community-based nonprofit founded in 1977 with offices in Snohomish, Skagit and Whatcom Counties. Our mission is to empower refugees, immigrants, migrants (RIM) and other vulnerable populations to achieve their potential so they are economically secure, self-reliant, healthy, contributing members of society. Our success is built on a client centered model that incorporates partnerships, co-location, leveraged resources and linguistically and culturally appropriate services.

We offer a range of workforce development, social and support services, community education, immigration and naturalization services, interpretation and translation, community building and civic engagement activities.

Job Summary

RISNW is the recipient of a WA State Department of Health (DOH) COVID-19 Community-Driven Outreach Program grant. The goal of the COVID-19 Community-Driven Outreach Program is to improve COVID-19 information access and equity, develop meaningful and culturally appropriate and accessible communications, grow existing communications and engagement infrastructure and strengthen relationships between communities and public health while addressing the social determinants of health amplified by the pandemic. The grant is funded through May 31, 2024.

Job Duties

Program Manager responsibilities includes

- Project planning, implementation and management
- Community outreach and networking
- Develop and maintain lists of Native Hawaiian and Pacific Islander (NHPI) community organizations and ethnic media outlets
- Maintain data and records
- Track and report grant outcomes and deliverables
- Participate in meetings with Department of Health and others
- Organize activities with NHPI communities
- Coordinate and facilitate meeting including agenda preparation and meeting summaries
- Screen, interview and onboard new project employees.
- Assist in the development of requests for proposals or qualifications from organizations and ethnic media providers to outreach, provide community education and prepare, translate and disseminate COVID-19 and other related health information/materials
- Provide staff supervision as applicable.
- Participate in program evaluation activities.
- Maintain data and records

Qualifications

- Good interpersonal skills and demonstrated ability to work with people from diverse backgrounds including individuals for whom English is not their first language.
- Proficient with computers and software such as MS Word and Excel.
- Ability to assess and analyze information related to community needs.
- Ability to multi-task, pay attention to detail and meet deadlines.
- Ability to work independently, as well as in a team, to deliver services.
- Demonstrated ability to document information, maintain records and prepare written reports.
- Prior work experience managing a federal grant or serving as project coordinator or lead is highly desired.
- Experience working on COVID education and/or media projects is desirable.
- Bilingual or multilingual in languages spoken by one or more NHPI community.
- Valid WA state driver's license and car.
- College degree or other post secondary training.

Compensation

Salary range is \$80,000 to \$90,000 for a full time position at 40 hours per week. Benefits include medical, dental, vision, life insurance and retirement (403B) plan.

Other

As a condition of employment, RISNW is requiring proof of COVID-19 vaccination. RISNW will arrange for required vaccinations if needed.

Closing Date

Open until filled