



Program Director

The Washington Bus is a statewide movement building organization that engages young people in the civic process. We focus our resources on empowering young people of color, LGBTQ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center.

We focus our work through three core areas:

- **People:** we invest in developing the skills and opportunities of young people, whether they are first-time volunteers, new voters or effective legislators;
- **Participation:** we register thousands of young people to vote, educate them on the issues, and turn them out to vote;
- **Policy:** we see good legislation and policy as both an opportunity for young people to learn about civic life and a necessary tool for moving Washington forward.

About the Position

The Washington Bus is seeking a highly motivated person to lead our program team. The Program Director designs, manages, and leads the Washington Bus's programmatic efforts including, but not limited to: education, outreach and advocacy programs.

The successful candidate will have experience managing and developing staff and young leaders, designing and implementing field and advocacy organizing efforts, and a commitment to youth empowerment, specifically among marginalized communities.

This is a full-time (1.0 FTE), exempt, permanent position requiring varied evening and weekend work. This position also requires travel throughout the Puget Sound region. The Program Director reports to the Executive Director.

Job Responsibilities

- 1) **Building the Team:** *The Program Director will recruit, support, and develop a high-functioning program team.*
 - Manage program staff and advise on strategy implementation
 - Cultivate a cohesive team with a clear narrative around youth leadership development that is consistent with a planned civic and political agenda
 - Work with the Executive Director to conduct hiring processes as needed. Determine team structure in accordance with organizational work plans

2) Departmental Leadership: *Work with staff and board to develop seasonal, annual, and multi-year strategic plans.*

- Develop the Bus's strategic approach to achieving its annual goals
- Set ambitious and achievable metrics to reach programmatic and organizational goals around recruitment, leadership development, and voter registration
- Ensure that the Bus's vision for increased access to political systems is being implemented throughout our programmatic and advocacy work
- Collaborate with Development Director on grant applications and deliverables
- Foster collaboration among program staff

3) Partnerships and Policy Support: *Work to ensure our programs are making a meaningful political impact.*

- Maintain relationships with local and national partner organizations and elected officials to identify political opportunities and shape the Bus's advocacy efforts
- Serve as the representative of the Washington Bus on key coalitions
- Coordinate field and metrics reporting to relevant stakeholders

4) Organizational Leadership: *Work with the Directors Team to reach goals, manage internal policies, and set organizational culture.*

- Regularly assess program goals, coordinate strategy, and share relevant information across departments
- Lead and participate in major organizational initiatives and policy development as needed
- Effectively communicate organizational decisions to program team
- Staff program committee and provide Board of Directors with programmatic updates

Required Skills

- Ability to design programs that maximize youth political impact and youth leadership development
- Enthusiasm and belief in the Washington Bus's mission to engage young people in the civic process
- Highly effective communicator, able to share vision and planning clearly
- Demonstrated ability to self-manage, set priorities, take initiative and collaborate with others to move projects forward in a fast-paced environment
- Experience using NGP/Voter Activation Network or other campaign databases
- 2+ years experience developing, implementing, and managing large scale field campaigns
- 2+ years experience managing a diverse team
- A positive track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- Knowledge of voting rights issues in Washington state and prior experience in a legislative and campaign environment
- Ability to demonstrate an understanding of how power and privilege create barriers to access in our political system
- Positive attitude, team spirit, and flexibility

Preferred Skills

- Proficiency in NGP/Voter Activation Network, and EveryAction database.
- 3-5 years experience developing, implementing, and managing large scale field campaigns
- 3-5 years experience managing a diverse team

The Washington Bus seeks to cultivate a diverse and inclusive workplace. Candidates who represent the diversity and lived experiences of communities with which we work are strongly encouraged to apply.

How to Apply

Please submit a cover letter, resume, and at least two references to jobs@washingtonbus.org. Please include “Program Director” in your subject line. Applications submitted by March 25, 2019 will be given priority consideration. Interviews will be scheduled on a rolling basis, and this position will be open until filled.

Compensation is \$54,000 - \$60,000 DOE annually. This role is not eligible for overtime pay. The Washington Bus offers a comprehensive benefits package, including ORCA pass, 100% employer paid medical, dental, and vision coverage, generous paid time-off, and a flexible work environment with opportunities for professional development.

The job description does not constitute a written or implied contract of employment. The Washington Bus reserves the right to revise or change job duties and responsibilities as the need arises. The Washington Bus is an Equal Employment Opportunity Employer. Employment and program policies of The Washington Bus are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.