

## The Contingent Job Announcement Program Manager, SINE

### Opportunity Summary:

*Are you someone that enjoys building and problem solving strategically and creatively to identify solutions that serve others? Do you have a continual growth mindset to develop and improve existing processes to enhance program efficiencies? Are you someone that is passionate about creating access and opportunities for individuals from marginalized communities? Can you cast a vision or leverage an existing vision by creating and executing a methodology that brings the vision to fruition?*

In March 2021, The Contingent launched SINE (Survival Is Not Enough). It is an initiative that supports Oregon and SW Washington college graduates from marginalized communities by building a network of professionals, who are committed to leading in their vocation, building wealth, and changing our community– and the world– for good.

As the Program Manager for SINE, you will collaborate with colleagues on the **recruitment and onboarding** of SINE Members and Mentors annually. Work with Division leadership and Data and Curriculum Manager to determine what gaps exist to fill with additional support for the **planning and programming** of ‘opportunity’ job journey for ELI alumni and SINE Members. You will provide **ongoing support** for Mentors and Members in collaboration with Retention staff.

### Personal Qualifications:

- Commitment to the mission of The Contingent, including its initiatives: Every Child, Emerging Leaders, and SINE.
- Continual growth mindset to develop and improve existing processes to enhance program efficiencies.
- Relates well and works effectively with diverse groups of stakeholders who represent the range of ethnic, cultural, and socio-economic backgrounds.
- Flexible and receptive to constructive feedback.
- Self-motivated leader that takes initiative.

### Knowledge, Skills, and Abilities:

- Ideally experience managing programs
- Technologically savvy
- Organized and detail oriented
- Self-starter, can take off with a project with little oversight/direction from management
- Collaborative, relational, good at networking
- Effective communicator with strong written, verbal, and public speaking skills that is experienced in engaging with diverse audiences

### Education and Experience:

- Bachelor's degree with 2+ years of demonstrated experience, ideally in managing or supporting the management of programs
- Prefer someone with an entrepreneurial mindset or experienced in career navigation (experience in college career centers, recruiting, etc.)

### Employment Terms:

- Full Time, exempt, salaried role offered at a range of \$45,000 to \$55,000 per year depending on experience.
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave .
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST (7- 1pm HST, 10–5pm CST, 12-6pm EST).
- This position will be expected to work within The Contingent’s hybrid work policy (2-3 days in the office, 2-3 days from home).
- This position is in Portland Oregon.
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated.
- Legally eligible to work in the United States.

*If you read this position description and are filled with a wholehearted, “YES! I’m in!” We would love to hear from you!*

**Anticipated Start Date:** April 10, 2023

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
  - o First and Last name
  - o Role
  - o A brief description of their relationship to you
  - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with the subject line “**Program Manager, SINE**” to [hire@thecontingent.org](mailto:hire@thecontingent.org)

***\*\*\*“Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.”***

*All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.*

Equal Opportunity Employer