



Open Position Announcement: Prime Time Family Reading Project Manager

Reports to:	Senior Program Manager of Prime Time Family Reading
Position type:	full-time / non-exempt, 12-month term-limited position
Compensation:	\$50,000 - \$60,000 DOE
Benefits:	holiday, vacation, and sick time; medical/dental/vision insurance, life and LTD insurance, retirement plan
Location:	Seattle, Washington (hybrid position—some travel required when safe to do so)
Start Date:	May 2022

About Humanities Washington

Humanities Washington and its partners create spaces for people to come together to explore and consider what it means to be human and to reflect on our shared past, present, and future. We hold events and programs led by cultural experts, scholars, and storytellers who discuss everything from Washington State history to philosophy, providing context for current social issues. We also support and partner with a wide network of communities, organizations, and individuals across the state. For further information, please visit www.humanities.org.

About the Role

In addition to a public health crisis, the COVID-19 pandemic has also created an educational emergency. Schools and teachers are stretched thin, and students are experiencing both a loss in learning and connection to their peers. Humanities Washington has received \$1 million from the State of Washington to aid in this emergency by expanding our [Prime Time Family Reading](#) program to communities where it is needed most.

We're looking for a Project Manager to join the Prime Time Family Reading team at Humanities Washington. We want to work with a creative, collaborative, and motivated individual who is eager to improve literacy and critical-thinking skills for elementary school students and their families across the state of Washington. This position will

conduct outreach to libraries and library systems, manage the Prime Time Family Reading grant process from start to finish, ensure program quality, and provide critical support for library partners, with an emphasis on equity, diversity, and inclusion.

We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us work toward our vision of a Washington that invites diverse perspectives, explores challenging questions, and strives for just communities.

Essential Responsibilities

- Seek out and invite prospective grantees to participate in the Prime Time Family Reading program, guiding them through the process from start to finish.
- Manage day-to-day functioning of the program, including outreach to libraries and library systems in Washington, especially those in rural areas, including proactive communications, presentations, and some in-state travel when it is safe to do so.
- Assist grantees in collaborating with schools, libraries, and communities.
- Manage applications, contracts, and records.
- Create and update program materials, including resources for grantees, program curriculum, and essential forms.
- Act as the primary liaison to family reading program partners.
- Nurture and manage relationships with varied program partners including library systems, schools, colleges and universities, community centers, and various other non-profit organizations, to ensure local program success.
- Maintain program records, budget, and impact.

Qualifications

- Three years of experience in K-12 educational settings, literacy programs, and/or grantmaking.
- Understanding of the humanities and the important role it plays in the cultural sector and communities in general.
- Solid verbal, writing, communication, and problem-solving skills.
- College degree or the equivalent combination of education, training, and/or experience necessary to perform effectively.
- Competency with Microsoft Office Suite and grant management software.

General Behavioral Competencies

- Skilled facilitator, collaborator, and networker with proven ability to build and sustain relationships and partnerships among diverse constituents and communities.
- Sensitivity to different cultures and backgrounds
- Strong interpersonal skills and the ability to effectively manage relationships in a broad range of situations.

- Self-motivated individual who can work independently, set and meet deadlines, and keep stakeholders updated.

Work Structure

This is a full-time, non-exempt position, working 40 hours per week, with a salary range of \$50,000 – \$60,000. Salary offer will be dependent on experience. We believe in work-life balance and are committed to keeping the workload in alignment with the listed hours. This position is funded for 12 months. Extension of the role is possible with renewed funding.

Our Hiring Process

We will review applications on a rolling basis until the position is filled. The hiring process will include Zoom interviews with various Humanities Washington staff and a reference check.

Humanities Washington is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact info@humanities.org.

Background Check

A criminal history background check will be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate candidates from consideration.

To Apply

To apply, please email a cover letter and your resume to info@humanities.org and indicate “[your last name] – Project Manager Position” in the subject line. No phone calls, please. We apologize in advance for not having sufficient staff resources to respond to each inquiry.