



Bellevue LifeSpring  
Human Services Program Manager  
Full Time Exempt  
Preferred Bilingual – English and Spanish

Bellevue LifeSpring is looking for a caring, compassionate, organized individual who is collaborative and likes to work with a team. If you have a passion for serving others, helping improve the lives of children in need, and knowing that you are impacting your community, you will fit right in here.

Bellevue LifeSpring's programs provide emergency rental assistance, clothing, food, educational scholarships, and holiday support to Bellevue children and families from low-income households. In this rewarding and diverse role, your primary responsibility is to work directly managing two Human Services Administrators that work with families and administer our programs. This position develops and manages the Human Services budget.

We have a motivated and fun team. You will never be bored! As one of the members of a close-knit team, each day will present new challenges, and your individual input will be valued and appreciated.

### **Job Description**

This is a full-time, exempt position reporting to the Executive Director. This position is responsible for the management of Bellevue LifeSpring's programs and services, along with helping the organization reach goals outlined in our business plan:

- Transition programs from a transactional to a relational approach
- Help low-income students in the Bellevue School District graduate at the same rate as their peers by 2025

### **Position Description**

#### **Program Management**

- Make recommendations regarding budget needs for programs
- Ensure budgets are being followed for all programs
- Make recommendations regarding policy and procedures
- Responsible for supervising Human Services Administrator staff (two direct reports)
- Train human services team members on best practices in social work
- Oversee implementation of new client tracking system, including determining process for recording and reporting client data
- Act as staff lead on Human Services committees and task forces

#### **Community Relations**

- Serve as the main point of contact between Bellevue LifeSpring and the Bellevue School District McKinney-Vento Liaison
- Provide and directly refer families to resources outside Bellevue LifeSpring's program scopes (e.g., behavioral health, mental health, assistance in navigating through available government programs, etc.)

- Represent Bellevue LifeSpring at ongoing community meetings
- Attend internal meetings (Board of Directors, Circle Roundtable, individual circles, and investor reporting) as needed
- Participate in volunteer and community events alongside the Human Services team

## **Reporting**

- Update service disbursement updates on organizational dashboard monthly
- Gather data from community resources and the Bellevue School District to determine trends and community needs
- Assist with providing information to investors as needed

## **Preferred Qualifications**

- MSW degree, five years of experience in Human Services related field with experience managing other staff members, OR equivalent skillset and experience
- Good verbal and written communication skills
- Bilingual in English/Spanish
- Ability to work independently and as a team
- Proficiency using Microsoft Office and client tracking database
- Comfortable with processing and analyzing data
- Commitment to diversity, equity, and inclusion
- Ability to lift up to 30-40 lbs.
- Reliable transportation and proof of insurance required (mileage reimbursement provided)

## **What We Offer**

- Annual compensation of \$65,000 (or DOE)
- Accrued paid time off (80 hours per year), sick time (72 hours per year), nine full-day and two half-day holidays.
- Medical/dental/vision insurance.
- Hybrid remote and in-person work environment.

## **About Us**

Bellevue LifeSpring provides support for children living in poverty in Bellevue with food, clothing, educational scholarships, and emergency assistance. We are managed by a 20-member Board of Directors and supported by hundreds of energetic and committed volunteers. You will be one of two members of the Human Services team. We also have four Development and Communications team members and an accountant.

Sound interesting? To apply, submit a cover letter and resume to Elaine Hayden at [Accounting@BellevueLifeSpring.org](mailto:Accounting@BellevueLifeSpring.org).