

JOB DESCRIPTION

Position: **Director, Career Pathways**

Classification: Director

Status: Full-time (32 hrs/wk), hourly, with full benefits

Starting Salary: \$80,000

Reports to: CEO

Location: Hybrid, office in Tacoma, WA

Priority Deadline: June 12, 2026



ORGANIZATION DESCRIPTION

The mission of Degrees of Change is to prepare diverse, homegrown leaders to succeed in college and career in order to build more vibrant and equitable communities. For 23 years, Degrees of Change programs have supported over 3,000 historically underrepresented young people nationally, including nearly 2,000 from Pierce and King counties. Based in Tacoma, our small but mighty team supports nearly 700 college students per year through our college to career pathways programs.

POSITION SUMMARY

An experienced partnership manager and training facilitator, the **Director of Career Pathways** will manage new and existing career pathways partnerships with employer and college partners; deliver training and provide direct support to college students; and supervise and support our Program Manager.

This role includes a primary focus during the academic year on our newest program, [Strickland Fellowship for Career Pathways in Engineering](#), and a secondary focus on managing employer partnerships and delivering professional development training during the summer to interns through our [Seed Internships](#) program.

EXAMPLES OF SPECIFIC RESPONSIBILITIES

- **Manage and implement the Strickland Fellowship for Career Pathways in Engineering.**
 - Ensure a mutually beneficial partnership among the City of Tacoma, Tacoma Public Utilities, and University of Washington Tacoma.
 - Lead collaboration with program partners, including meeting regularly with program partners, sharing feedback, addressing concerns, and maintaining strong program documentation.
 - Lead program participant recruitment and selection processes. This includes scheduling and delivering presentations at local high schools and colleges and leading annual program selection events in collaboration with partners.
 - Deliver leadership training and professional development support to Strickland Fellows. This includes designing an annual syllabus and schedule for weekly leadership and professional development workshops that are aligned with program learning outcomes.

CHANGING THE FUTURE OF LEADERSHIP, ONE DEGREE, ONE CAREER AT A TIME.

We prepare diverse, homegrown leaders to succeed in college and career in order to use their degrees to build more vibrant and equitable communities.

This also includes facilitating weekly workshops (October through May) and supporting students one-on-one as needed (i.e., cohort of 20 UWT engineering students in 2026-27).

- o Responsible for helping to coordinate student tours, mentorship, and projects with the City of Tacoma.
- **Manage employer partnerships and co-lead implementation of the Seed Internships program.**
 - o Support the CEO and Operations Director in managing Seed Internship employer partnerships year-round. This includes supporting employer recruitment and retention efforts and serving as a point of contact for supervisors during the summer internship.
 - o In collaboration with the Program Manager and Operations Director, implement interview events in February (e.g., 400 college students receive interview and resume feedback from 100 volunteers) and support the internship matching and hiring process in March through May.
 - o In collaboration with the Program Manager, design, facilitate, and coordinate leadership and professional development workshops, while establishing and cultivating high quality mentoring relationships with interns (e.g., 50-70 interns per summer).
 - o Support ongoing development and revision of training materials.
- **Supervise and support our Program Manager.**
 - o Supervise and support our Program Manager, who implements our [Act Six](#) and [Seed Teachers](#) programs during the academic year, manages Seed intern recruitment in the fall, and co-leads implementation of the Seed Internships program during the summer.
 - o In collaboration with the Program Manager:
 - Ensure Degrees of Change programs operate within budget.
 - Ensure Degrees of Change programs meet program goals.
 - Manage the ongoing development, revision, and maintenance of training materials to ensure relevance, quality, and alignment with program goals.
 - Support program evaluation and data collection activities.
 - Develop the annual program calendar; review and update program application questions; inform and implement recruitment, selection, and program workflows; and document current processes.
 - Collaborate with our Communications Strategist to capture photos, video, and student stories, and to update, create, and revise all recruitment and event collateral, including language used in emails, brochures, banners, and graphics.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Demonstrated commitment to the mission and values of Degrees of Change.
- Deep commitment to educational, racial, and economic equity.
- Bachelor's degree.
- Demonstrated experience designing and facilitating student-facing workshops and training for college-aged or young adult populations.
- Demonstrated experience designing and facilitating workshops focused on leadership, career readiness, and professional development, grounded in equity, identity, and community.

- Relates well and works effectively with diverse groups of youth and adults that represent a range of ethnic, cultural, and socio-economic backgrounds.
- Effective communicator with strong presentation and writing skills.
- Strong relational, interpersonal, and intercultural communication skills.
- Self-motivated, detail-oriented, flexible, and receptive to constructive feedback.
- Highly organized with excellent time management skills.
- Highly proficient in Microsoft Office suite.
- Ability to travel around the Tacoma-Seattle area.

DESIRED QUALIFICATIONS & EXPERIENCE

- Five or more years' experience in urban education, mentoring, facilitation or higher education.
- Five or more years' experience managing partnerships with public and private entities.
- Deep experience advocating for and supporting historically underserved college students.
- Strong relationships and connections across various segments of the community.
- Bachelor's degree or higher in Education, or related field.
- Possesses a valid driver's license and reliable transportation.
- Willingness to work occasional evenings and weekends.

TO APPLY

Interested applicants should submit a cover letter and resume through the [Indeed posting](#).