

Regional Pay Survey
2019 New Jobs

- Access/Clinical Assessor
- Access/Intake Specialist
- Animal Care Worker
- Application Developer
- Application Developer Manager
- Artistic Director
- Asset Management Analyst
- Asset Manager
- Associate Director Nonprofit
- Audio Visual Technician
- Box Office Agent
- Box Office Manager
- Case Aide
- Case Aide, Community Support
- Case Management Supervisor
- Case Manager I
- Case Manager II
- Case Manager III
- Chaplain
- Chef
- Chemical Dependency Professional/Behavioral Disorder Counselor
- Childcare Center Director
- Childcare Center Manager
- Childcare Worker Supervisor
- Childcare Worker, Teacher's Aide Lead
- Clinic Director
- Clinic Manager
- Clinical Case Manager
- Clinical Nurse Manager
- Clinical Nurse Supervisor
- Clinical Therapist
- Community Outreach Coordinator
- Compensation & Benefits Director/Manager
- Compliance Analyst
- Computed Tomography Technologist
- Construction Estimator
- Contracts Coordinator
- Corporate & Foundations Relations Director
- Costume Shop Manager
- Counselor
- Crisis Intervention Specialist
- Curator
- Data Analyst
- Database/Gifts Processing Coordinator
- Development Assistant/Associate
- Development Manager
- Domestic Violence Advocate
- Drafting Supervisor
- Education Director
- Education Manager
- Eligibility Specialist
- Employment, Vocational Counselor
- Engineer Electrical/Electronic/Mechanical IV
- Engineer Electrical/Electronic/Mechanical V
- Event Manager
- Exhibitions Director/Manager
- Facilities Director
- Financial Worker
- Food Service Supervisor
- Fundraiser
- Grant/Proposal Writer
- Grants Administrator
- Group Sales Coordinator
- Health Unit Coordinator
- Heavy Assembler I
- Heavy Assembler II
- Heavy Assembler III
- Home Health Aide
- Home Health Supervisor
- Housing & Loan Counselor
- Housing Clerk
- Housing Developer
- Housing Developer Senior
- Housing Development Director
- Housing Program Manager
- Housing Program Specialist
- Housing Property Manager
- Housing Property Manager Senior
- Housing Social Service Specialist
- Human Resources Supervisor

- IT Project Manager
- Laboratory Assistant
- Legal Advocate
- Librarian
- Licensed Mental Health Therapist/Clinician
- Licensed Psychologist
- Licensed Social Worker
- Maintenance Manager
- Major Gifts Director
- Manufacturing Engineering Manager
- Medical Laboratory Technician
- Medical Phlebotomist
- Medical Records Manager
- Medical Services Director
- Membership Manager
- Mental Health Licensed Practical Nurse
- Mental Health Professional
- Mental Health Registered Nurse
- Mental Health Specialist
- Nursing Services Director
- Occupational Therapy Assistant
- Office Services Manager
- Operations Director, Service Providers & Nonprofits
- Operations Manager, Service Providers & Nonprofits
- Operations Supervisor, Service Providers & Nonprofits
- Outreach Coordinator
- Outreach Manager
- Payroll & Benefits Administrator
- Peer Counselor
- Product Development Manager
- Production Assistant
- Production Project Manager
- Program Assistant
- Program Coordinator
- Program Manager
- Program Supervisor
- Property Manager
- Psychiatric Nurse Practitioner
- Psychiatrist
- Public Policy Analyst
- Public Policy Manager
- Purchasing Coordinator
- Records Specialist - Senior
- Resident/Housing Manager
- Residential Counselor
- Sales Engineer
- Senior Accounts Payable Clerk
- Senior Accounts Receivable Clerk
- Shelter Manager
- Shelter Supervisor
- Social Media Manager
- Social Media Specialist
- Social Services Director
- Social Services Manager
- Social Services Supervisor
- Soundboard Technician
- Speech-Language Pathologist (SLP)
- Stage Technicians
- Systems Engineer
- Tax Accountant
- Teacher, Adult & Continuing Education
- Teacher, K-12
- Teacher, Preschool & Early Childhood Education
- Technical Director
- Telephone Order Processing Representative
- Theatre, House Manager
- Traffic Specialist
- Veterinarian
- Veterinary Assistant
- Visitor Services Manager
- Volunteer Coordinator
- Volunteer Services Director
- Volunteer Services Manager
- Web Content Product Manager

Job Code	Job Title	Job Description
9998N	Access/Clinical Assessor	Provides initial therapeutic intake and preliminary diagnosis. May involve phone and face-to-face work. Requires a master's or bachelor's degree and 2+ years of experience. May be required to be Mental Health Professional.
9997N	Access/Intake Specialist	Provides initial phone triage for callers seeking services to determine eligibility and referral to appropriate department. Requires a bachelor's or associate's degree and 2+ years of experience.
9572N	Animal Care Worker	Handles, cares for and feeds all animal patients. Identifies problems to be brought to the attention of the veterinary staff. Records daily patient information. Walks animals or provides exercise regimen. Bathes and clips animals. Keeps animal care facilities clean and sanitary. Typically requires high school diploma or GED and 0-3 years of experience.
1882E	Application Developer	Develops and programs software applications for business operations. Confers with users to define requirements and resolve problems. Analyzes and estimates feasibility, cost, time, compatibility with other systems, and computer capabilities. Converts designs and specifications into computer code and then into programs. Monitors performance of programs after implementation. Professional level software engineer. Under general direction performs engineering duties for projects of moderate complexity. Provides some technical team leadership. Typically requires bachelor's degree in engineering, science or math and 2-4 years of experience.
1877E	Application Developer Manager	Plans, implements and coordinates application developing/programming projects. Works with user requests for application development and determines processing requirements. Allocates development resources and determines time frames. Monitors development process against commitments. Provides technical expertise to the programming team and others in the organization. Manages a department with reporting supervisors. May manage a function with no or few direct reports. Makes final decision on administrative, project management and operational matters. Actions directly impact department performance. Reports to director or executive level in smaller organizations.
98000	Artistic Director	Responsible for an artistic organization's selection and planning of productions including performances and exhibitions such as artistic, historical and specialty museums, galleries and emerging venues. Responsible for the long term artistic vision and strategic planning. Directs staff and the production's administrative operations. Reports to the Executive Director.
9927E	Asset Management Analyst	Assists in all aspects of the operation and oversight of properties. May include on-site physical inspections, fiscal monitoring, property management monitoring, compliance reporting, and capital needs planning. Maintains knowledge of regulatory compliance requirements and agency policies and procedures related to property management. Assists Finance Department in preparing reports related to the financial performance of properties. Monitors property expenses in relationship to budget. Typically requires bachelor's degree or equivalent work experience and general accounting knowledge.
9925E	Asset Manager	Provides oversight and management for all assets in organization portfolio, including compliance with federal, state, and local regulations. Provides analysis and recommendations for organization strategic planning. Develops and recommends property management operating and capital budgets. Typically requires bachelor's degree in a related field and 2+ years of management experience, or equivalent.

1513O	Associate Director Nonprofit	Manages key organization functions, including staff hiring and evaluation, financial management and development, information systems and insurance. Reports to the Executive Director or CEO and sometimes is the organization's second in command. Typically requires a bachelor's degree and 8+ years of experience, or equivalent. Other Titles: Associate Executive Director, Associate Administrator, Deputy Director, Vice President.
2182N	Audio Visual Technician	Responsible for setup and operation of AV equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for all types of events. Reports to Audio Visual Supervisor. Requires prior experience with audio visual and sound equipment. Report All levels.
2888N	Box Office Agent	Provides personalized information and assistance to ticket customers by phone, mail, e-mail, fax and in-person. Sells tickets using a computerized system. Processes and provides tickets for entrance to performances and promotional events. Other Titles: Ticket Agent; Box Office Representative Typically requires high school diploma or GED and 0-2 years of job related training and experience.
2890N	Box Office Manager	Top box office position. Directs ticket operations and ticket staff. Assists in budget process, offers input on performance/event pricing, maintains ticket sales reports, and acts as marketing resource for special projects. Assists customers, sets policy and handles special requests. Typically requires a bachelor's degree and 4-6 years of related experience. Other Titles: Ticket Office Manager; Ticket Operations Manager
9995N	Case Aide	Under the direction of professional social service staff or supervisors, interviews clients to gather appropriate financial, medical and psychological information. Provides paraprofessional casework services to clients, including planning, implementation, and evaluation of services needed. Assists clients in identifying appropriate community resources available. Maintains proper and accurate case records through documentation. Provides periodic follow-up to case plan. Adheres to all federal, state, and local laws and regulations. Typically requires 2-4 years of combined training and experience.
9994N	Case Aide, Community Support	Provides entry-level case management assistance and helps clients with daily living skills and needs. Requires an associate's degree or high school diploma or GED and 2 years of experience.
9993E	Case Management Supervisor	First-level supervisor of case management staff. Plans and assigns caseloads, supervises and coordinates the activities of case managers and caseworkers. Participates in development of overall program goals, objectives and policies. May provide training on procedures, policies and regulations. May assist with complex/difficult client cases. Evaluates performance, provides feedback and oversees all employees responsible for providing case management services. Serves as external liaison between the nonprofit organization and outside organizations. Typically requires a master's degree and relevant experience.
9964E	Case Manager I	Entry level case manager position. Provides case management services to clients with physical, mental, social, financial, and/or psychosocial needs. Assesses and determines appropriate and available services for clients. Develops action plans and goals with client, connects client with additional resources. Gives advice on life skills, with the goal of helping clients become independent. May work with the families of clients. Typically requires a bachelor's or associate's degree and 1+ year of experience.

9963E	Case Manager II	Experienced case manager position. Provides case management services to clients with physical, mental, social, financial, and/or psychosocial needs. Assesses and determines appropriate and available services for clients. Develops action plans and goals with client, connects client with additional resources. Gives advice on life skills, with the goal of helping clients become independent. May work with the families of clients. Typically requires a bachelor's and 2-3 years of experience.
9962E	Case Manager III	Senior case manager position. Provides case management services to clients with physical, mental, social, financial, and/or psychosocial needs. Assesses and determines appropriate and available services for clients. Develops action plans and goals with client, connects client with additional resources. Gives advice on life skills, with the goal of helping clients become independent. May work with the families of clients. Typically requires a master's degree and 3+ years of experience.
9575E	Chaplain	Provides spiritual guidance for organization clients. May perform counseling duties within the realm of religious or spiritual guidelines and in prisons or office settings. Other Titles: Pastor; Clergy
8608N	Chef	Supervises, coordinates, and contributes to the activities of cooks and other kitchen personnel engaged in preparing and cooking foods in a hotel, restaurant, cafeteria, or other establishment. Trains and manages kitchen personnel. Determines food consumption, and requisitions or purchases foodstuffs, supplies, and equipment. May oversee special catering events. May offer culinary instruction and/or demonstrate culinary techniques. Typically reports to a food service director. Typically requires a bachelor's or related culinary degree with 8+ years of industry and culinary management experience.
9992N	Chemical Dependency Professional/Behavioral Disorder Counselor	Implements substance abuse and behavioral disorder assessments and /or treatment services for individuals who are addicted to drugs, alcohol or gambling, or who suffer from eating disorders and other psychological disorders. Provides direct service (such as counseling or case management) to individuals or groups affected by chemical abuse/dependency and behavioral disorders, including support groups. May also conduct programs aimed at addiction prevention. Requires a Washington State Chemical Dependency Professional (CDP) certification.
89500	Childcare Center Director	Responsible for managing staff and daycare facility operations for children who are not yet old enough for formal schooling. Responsible for overseeing the curriculum used in the center. Prepares budgets and manages program grants. Requires a child development associate certificate (CDA) or equivalent. Typically requires bachelor's degree in early childhood education or a related field, or equivalent combination of work experience and education.
8952E	Childcare Center Manager	Oversees the day-to-day operations of a daycare facility for children who are not yet old enough for formal schooling. Acts as a liaison between the director of the facility and the workers who serve a particular age group. Works directly with children or supervises other childcare workers as well as kitchen staff and office staff. Completes the majority of administrative tasks involved in running a child care center. Typically requires bachelor's degree in early childhood education or a related field. Must be certified in first aid and CPR.

8955E	Childcare Worker Supervisor	Supervises and supports staff development and implementation of monthly, weekly and daily planning activities, including ensuring these activities meet the developmental and cultural needs of all children. Responsible for the day to day oversight of the reporting and compliance with State licensing requirements. Responds to parent inquiries. Must maintain current knowledge of Washington State Licensed Childcare Regulations. Must be certified in first aid and CPR. Typically requires associate's degree in early childhood education or a related field and supervisory experience.
8957N	Childcare Worker, Teacher's Aide Lead	Provides daily service to care for children in a licensed daycare or other program setting, and support to clients and teachers. Organizes activities that help stimulate a child's emotional, physical, intellectual and social growth. Anticipates and prevents problems, deals with disruptive children, provides fair but firm discipline. Communicates effectively with children and their guardians, teachers and other child care workers. Must be certified in first aid and CPR. Typically requires early childhood education certification and experience working with children.
9005O	Clinic Director	Direct the non-medical operations of a clinic, including registration, medical records, financial counseling, and facility operations. Responsible for compliance with accreditation, regulatory, federal and state rules and regulations as well as organizational policies and procedures. Assigns caseloads and reviews treatment plans. Direct a broad function or more than one group or department through reporting managers and senior staff. Establish financial and operational goals for reporting operations that align with overall organizational objectives and strategy. Decision and actions have serious and long term impact on division and corporate earnings. Reports to VP or CEO.
9007E	Clinic Manager	Manages and supervises the non medical operational and administrative functions, activities, and projects of a medical clinic. Establishes and oversees billing practices. May be responsible for contracts or negotiations with insurance providers. Manage a department or function through reporting supervisors and/or senior staff. Makes final decision on administrative and most operations matters. Actions directly impact department performance. Reports to Director or higher in smaller organizations.
9959E	Clinical Case Manager	Provides a broad range of specialized clinical case management services within guidelines established by organization and specific program. May develop and lead psycho-educational training groups. Requires a Bachelor's degree and related experience or Master's degree in social work, counseling, clinical psychology or related field.
9009E	Clinical Nurse Manager	Responsible for the management of clinical nursing practice, including supply chain and budget, quality improvement, and internal/external regulatory requirements. Coordinates staff to assure that effective nursing services are provided and quality standards are met. Develops systems to improve and support patient care. Manages staffing and patient flow while ensuring care and regulatory standards. Implements programs for staff development. Typically requires a bachelor's or master's degree, with at least 3-5 years of experience in clinical nursing and management.
9010E	Clinical Nurse Supervisor	Manages nursing services in a healthcare setting. Works directly with health care providers regarding their practice related to nursing functions. Typically requires a bachelor's degree in nursing and 3-5 years of supervisory and nursing experience.

9960E	Clinical Therapist	Advises individuals or groups regarding psychological or emotional problems, such as stress, substance abuse, or family situations, using evaluative techniques, and develops and implements therapeutic treatment plans in medical setting. Consults with medical doctor or other specialists concerning treatment plans and amends plans as directed. Typically requires a master's degree in Psychology, Social Work or relative field and 2-3years of experience working in community mental health.
9990N	Community Outreach Coordinator	Provides direct services and education to community about risk factors associated with violence, alcohol and other drug abuse. Connects people in vulnerable populations to information, resources and other community members. May conduct outreach services. May organize and facilitate community involvement. May provide advocacy, language and cultural support. May provide interpretation/translation services. May facilitate community-building efforts. Typically requires a bachelor's or associate's degree and 2 years of experience. Other Titles: Community Health Educator
2355E	Compensation & Benefits Director/Manager	Responsible for operation of employee compensation and benefit programs department. Directs and manages program design and implementation to total rewards, including selection of outside service providers. Makes final recommendations to executive management regarding individual and group compensation adjustments and group benefit plans. May work with the Compensation Committee of the Board of Directors to coordinate the design of executive compensation. Direct a broad function or more than one group or department through reporting managers and senior staff. Establish financial and operational goals for reporting operations that align with overall organizational objectives and strategy. Decision and actions have serious and long term impact on division and corporate earnings. Reports to VP or CEO.
1502E	Compliance Analyst	Responsible for the coordination and completion of all government, regulatory and compliance documents. Researches regulatory requirements, assists in the development of policies and prepares reports. Responds to correspondence from state insurance departments and customers. Reviews insurance regulations to determine requirements. Maintains records of complaint handling, notice requirements and procedures for responding. Intermediate level professional. Applies broadening technical and organizational knowledge to semi-complex tasks. Receives general supervision and exercises growing independent judgement. Typically requires a bachelor degree and 2-4 years of experience.
9112N	Computed Tomography Technologist	Performs CT scans and radiographic procedures on patients in a healthcare setting. Requires independent judgment. Typically requires completion of formal radiologic technology training at an American Medical Association approved school and registration with the American Registry of Radiologic Technologists (ARRT).
7847N	Construction Estimator	Analyzes blueprints, specifications, proposals, and other construction documents to prepare time, cost, materials, and labor estimates for bidding residential, commercial and municipal construction projects. Prepares preliminary estimates for planning purposes and detailed itemized estimates based on final plans and specifications. Intermediate to senior level. Applies expertise to perform a broad range of tasks. Receives semi to minimal guidance and determines daily activities. May be a team lead. Vocational or apprenticeship training and 2-6 years experience.

1747N	Contracts Coordinator	Interprets agreements and contracts, audits contracts, and ensures contracts meet organizational guidelines and applicable legal principles. Monitors compliance with contract terms and conditions, expirations and renewals. Responds to inquiries, maintains department files and records. Produces service agreements and researches and resolves questions regarding contracts. Typically requires a bachelor's degree and 2-4 years of professional experience.
98500	Corporate & Foundations Relations Director	Develops and manages corporation, foundation and government grant proposals. Develops programs and relationships to secure contributed revenue through sponsorships, philanthropic donations or other vehicles. Reports to Development Director. Typically requires a bachelor's degree and 5+ years of experience, or equivalent. Other Titles: Director of Corporate Sponsorships
9803E	Costume Shop Manager	Manages costume operation including budgeting, scheduling, employment and artistic control. May report to Production Manager/Director.
9989N	Counselor	Provides a safe and supportive environment for organization's clientele. Adheres to laws regarding confidentiality and reporting requirement. Maintains observation and progress records as needed. Provides crisis intervention and/or conflict resolution. Requires a bachelor's or associate's degree and 2 years of experience.
9987N	Crisis Intervention Specialist	Provides emergency psychological care aimed at assisting individuals in a crisis situation to restore equilibrium to their biopsychosocial functioning and to minimize the potential for psychological trauma. Requires a bachelor's degree and related experience.
9805N	Curator	Reports to Chief Curator in larger organizations; may be the top position in smaller museums. In collaboration with others, plans, organizes and prepares exhibitions and helps administer curatorial programs.
1542E	Data Analyst	Develops programs, methodologies, and files for analyzing and presenting data. Imports, cleans and validates data using databases. Presents conclusions in charts, graphs or spreadsheets. Provides accurate and appropriate interpretation of data. Intermediate level professional. Applies developing knowledge and skills to a range of semi-complex tasks. Receives minimal direct supervision. Actively contributes to team and handles escalation calls. Typically requires a bachelor degree and 2-4 years of experience.
9859N	Database/Gifts Processing Coordinator	Oversees proper functioning of donor database. Ensures accurate processing and timely acknowledgement of all gifts. May input other data including donor contact reports and research. Creates and facilitates a variety of database reports and lists for Director of Development and staff. Typically requires a high school diploma or GED and 2+ years of database or related experience.
9860E	Development Assistant/Associate	Provides clerical support to the Development Director and department. Assists in developing and managing foundation and corporate grants, direct mail programs, special events, newsletters and major gifts programs. Solicits, accepts and acknowledges all collectible donations made to the agency from donors, members or organizations. Administers receipt of cash, checks, securities, personal or real property. May give limited related tax information to potential donors. Generates, maintains and reports on donation records and provides administrative support. Typically requires a bachelor's degree and 2+ years of experience.

9855E	Development Manager	Develops fundraising strategy and sets priorities, goals and budgets; researches and identifies potential donors. Cultivates potential donors and communicates with current donors; writes grant proposals and prepares presentations to potential donors and key stakeholders. May supervise support staff or be an individual contributor in smaller organizations. Typically requires a bachelor's degree in marketing, public relations or an industry specific to the organization.
9985N	Domestic Violence Advocate	Provides support and advocacy to victims of domestic violence. Performs crisis intervention and safety planning. Provides quality information and referrals. Conducts intake, screening and needs assessment of clients seeking domestic violence assistance. May accompany clients to shelters, safe houses and other community refuge locations. Requires a bachelor's degree or 1-2 years related experience and/or training.
3482E	Drafting Supervisor	Supervises non-exempt staff in a drafting and documentation department. Includes technical leadership of the drafting department, including CAD and management of electronic and conventional document files. Assigns and reviews work, and provides technical instruction. Responsibilities may also extend to technical writing staff. Typically requires a technical degree in drafting and 6+ years of professional experience, or equivalent.
89600	Education Director	Plans, implements and administers community education programs and activities for targeted populations; also establishes and administers appropriate educational programs that are consistent with the organization's strategic plan, mission and budget. Supervises community education staff. Typically requires a bachelor's degree and 8+ years of experience or a master's degree in education, or a related field and 6+ years of experience, or equivalent. Other Titles: Training Director
8962E	Education Manager	Reports to Education Director in large organizations. May be the top education position in smaller organizations. Manages training with a primary focus on development and delivery of training materials and programs. Duties include needs identification, material preparation, media selection, vendor management, quality assessment, cost and effectiveness evaluation, and coordination with internal customers. Training content may cover work procedures, product use, safety, customer service, work skills, language skills or other topics. Arranges venues, coordinates all constituents, acts as education representative at planning meetings, and oversees education staff, volunteers and interns. Manages department budget. Makes recommendations to upper management. Typically requires a bachelor's degree and 5-8 years of experience, or equivalent.
9929N	Eligibility Specialist	Determines clients' eligibility for public assistance programs. Interviews and gathers facts, initiates and processes casework. Identifies applicants' needs and makes appropriate referrals for health, social and employment services. Typically requires 0-2 years experience.
9984N	Employment, Vocational Counselor	Evaluates client vocational skills and abilities considering education, employment history, personality traits, and physical capabilities. Provides vocational information to clients and assists clients in creating and developing individual vocational plans. Gathers information from various employers, both public and private, to determine present and future needs. Refers clients for potential placement. May provide support to clients experiencing loss of job, job stress, or any other career transition issues. Requires a bachelor's degree with emphasis on counseling or equivalent.

3248E	Engineer Electrical/Electronic/Mechanical IV	Designs, develops and tests the manufacturing and installation of electrical or mechanical equipment, components, or systems. Applies principles of engineering to detail design and research tasks. Provides analysis and validation of design and theoretical concepts, using established research techniques. Principal engineer, software developer or scientific professional. Applies expert technical and organizational knowledge to highly complex tasks. Acts as technical authority in area of specialty and as lead on most assigned projects. Typically requires bachelor's degree in engineering, science or math and 6-8 years of experience.
3245E	Engineer Electrical/Electronic/Mechanical V	Designs, develops and tests the manufacturing and installation of electrical or mechanical equipment, components, or systems. Applies principles of engineering to detail design and research tasks. Provides analysis and validation of design and theoretical concepts, using established research techniques. Senior principal engineer, software developer or scientific professional. Applies extensive breadth and depth of knowledge in a field of specialization. Acts as a foremost technical authority and a senior leader on programs and projects. Typically requires bachelor's degree in engineering, science or math and over 8 years experience.
1538E	Event Manager	Manages the strategy and planning of meetings and special events for an organization. Develops and monitors the annual budget for all event activities. Leads and directs staff associated with event process. Typically requires a degree and 4-6 years of professional experience in event and meeting planning. Prior supervisory experience and Certification as a CMP (Certified Meeting Professional) is preferred.
98020	Exhibitions Director/Manager	Provides administrative and operations oversight for exhibitions program, including budget development and management, contract management, and supervision of exhibitions program staff. May report to CFO or Chief Curator. Directs and manages a function with reporting staff in a nonprofit organization. Establish financial and operational goals. Decisions have serious and long term impacts. Reports to the Executive Director.
35920	Facilities Director	Directs operations to control and maintain company's or divisions properties. Manage operations, maintenance and janitorial service. Negotiate building leases space planning and furniture rental. Manage and direct construction, remodeling projects. Directs functional/department managers and supervision in property systems, services and lease arrangements. BA degree and minimum 8 years experience.
9982N	Financial Worker	Performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services, including the determination of grants. Determines client's eligibility for income maintenance programs, including initial and ongoing determination of eligibility. Interviews clients to obtain necessary factual information, and verifies information received from clients. Determines continued eligibility for clients receiving financial assistance. Explains application procedures to individuals or groups and assists individuals in completing the application forms for income maintenance programs. Maintains complete and accurate records on clients' eligibility for all assigned programs. Typically requires associates' or bachelor's degree and 2+ years of experience, or equivalent.

8647E	Food Service Supervisor	Supervises employees engaged in food service and preparation and in maintaining cleanliness of food services areas and equipment. Develops work schedules and assigns and coordinates work of employees to promote efficiency of operations. Requires high school degree or GED and some experience in a food service unit including supervision.
9862N	Fundraiser	Responsible for generating revenue through contributions and charitable giving. Contacts individuals and firms to solicit donations and explains purpose and benefits of program. Receives pledges or funds from contributors. Typically requires bachelor's degree and 2-3 years of experience.
9865E	Grant/Proposal Writer	Researches, organizes, writes and submits grant proposals to public, private, corporate and foundation funding sources. Identifies prospective funders, cultivates and manages current partnerships, performs prospect research and develops competitive applications. Matches program proposals to the funder's criteria. Typically requires a bachelor's degree and 3-5 years of experience.
9867N	Grants Administrator	Responsible for coordinating and monitoring programs sponsored by the organization associated with giving or receiving grants. May include administration of social programs, education programs, recreation activities, public service research or other activities. May include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. May include evaluation of grant proposals, awarding grants within authorized limits and preparation of recommendations regarding grant awards. Typically requires a bachelor's degree and 2+ years of experience, or equivalent. Other Titles: Grants Manager; Grant Making Coordinator; Evaluations Manager
2667N	Group Sales Coordinator	Cultivates group ticket sales by working with companies and organizations in the planning and promotion of group events. Makes phone calls to prospects, sets appointments, hosts tours. Typically requires high school diploma or GED and 0 -2 years of experience.
9019E	Health Unit Coordinator	Performs clerical duties in nursing unit including answering telephones, relaying messages, keeping records, directing visitors, distributing mail and transcribing health care providers' orders. May also assist in caring for patients and ordering supplies. Requires knowledge of medical terminology. Typically requires at least a high school diploma or GED and 0-1 years work experience. Vocational training and certification as a CHUC (Certified Health Unit Coordinator) is preferred.
6056N	Heavy Assembler III	Performs mechanical or electro-mechanical assembly or sub-assembly of units. Work involves frequent handling of moderate to heavy components and may include walking or standing most of the time. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Works from drawings or specifications. May inspect and test complete unit. Works at a bench station or standing; may work in a clean room environment. Performs highly complex assemblies composed of a large number of component parts, or of large and complicated units. Under limited supervision, performs highly diversified work involving considerable adjusting, fitting and aligning to very close tolerances and strict inspection standards. Works from complex drawings and specifications. Plans assembly procedures and may direct the work of others. Tests or inspects assembled units. Capable of rotating stations in a work cell and is expected to have mastery of all steps in an assembly process. Typically requires a high school graduation and 4+ 6 years of work experience.

6058N	Heavy Assembler I	Performs mechanical or electro-mechanical assembly or sub-assembly of units. Work involves frequent handling of moderate to heavy components and may include walking or standing most of the time. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Works from drawings or specifications. May inspect and test complete unit. Works at a bench station or standing; may work in a clean room environment. Performs highly repetitive, simple short-cycle assembly tasks following prescribed routine. Follows demonstrated steps. Requires simple adjusting with liberal tolerances and no fitting. Typically requires high school graduation and 0-1 years of work experience.
6057N	Heavy Assembler II	Performs mechanical or electro-mechanical assembly or sub-assembly of units. Work involves frequent handling of moderate to heavy components and may include walking or standing most of the time. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Works from drawings or specifications. May inspect and test complete unit. Works at a bench station or standing; may work in a clean room environment. Performs moderately complex assembly or sub-assembly of units requiring adjusting, fitting and aligning to ordinary tolerances. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Works from drawings or specifications. May inspect and test complete unit. Typically requires high school graduation and 2-3 years of work experience.
9197N	Home Health Aide	Provides non-medically oriented tasks that enable elderly and disable people to remain in their homes. Typically requires training and experience.
9195N	Home Health Supervisor	Supervises activities of staff engaged in caring for elderly, convalescent, or disabled people in a home environment. Reviews the quality and quantity of services provided. Analyzes and resolves work problems, and assists employees in solving work problems. Typically requires associate's or bachelor's degree with related experience.
9920E	Housing & Loan Counselor	Performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services, including the determination of grants. Determines client's eligibility for income maintenance programs, including initial and ongoing determination of eligibility. Interviews clients to obtain necessary factual information, and verifies information received from clients. Determines continued eligibility for clients receiving financial assistance. Explains application procedures to individuals or groups and assists individuals in completing the application forms for income maintenance programs. Maintains complete and accurate records on clients' eligibility for all assigned programs. Typically requires associates' or bachelor's degree and 2+ years of experience, or equivalent.
9917N	Housing Clerk	Determines clients' initial and continuing eligibility for housing programs. Explains rules, documents, policies and services to program applicants. Maintains recordkeeping systems. Typically requires 0-1 years of relevant experience. Other Titles: Housing Advocate; Tenant Coordinator.
9904N	Housing Developer	Creates housing development plans, schedules and budgets. Obtains regulatory and community approval for projects; obtains and coordinates public and private financing. Typically requires a bachelor's degree and 2-4 years of real estate development, housing development or related experience.

9903E	Housing Developer Senior	Plans, coordinates, and manages multiple housing development projects. Knowledgeable in urban planning, community development, financial analysis, real estate and commercial finance, and strategic planning. Typically requires a bachelor's degree and 4+ years of real estate development, finance, and planning experience.
99000	Housing Development Director	Plans, implements and oversees all aspects of the development process necessary to obtain capital funding, including needs assessment, land assembly, financial packaging, marketing, management and sponsor training. Directs outreach efforts to new and potential sponsors and with public officials. Establishes and implements development programs, policies and procedures designed to advance agency objectives. Manages and provides guidance to planning/development staff. Typically requires a master's or bachelor's degree and 6+ years of real estate development, finance, and planning experience.
9905E	Housing Program Manager	Administers housing programs, including eligibility determination, leasing, re-examination of income and assets, evictions and vacating. Oversees rental assistance payment, low interest rehabilitation loan and grant and other housing support programs. Supervises housing program staff. Typically requires associate's degree and 5+ years of related experience, or equivalent. Other Titles: House Manager
9907N	Housing Program Specialist	Provides information to participants and applicants of housing programs and provides technical staff assistance. Typically requires a high school diploma or GED and 0-2 years of related experience.
9910E	Housing Property Manager	Oversees one to three buildings or less than 300 units. Supervises and trains staff; manages day-to-day tenant affairs. Oversees finances, including building revenues and expenses, and upkeep of physical properties. Typically requires supervisory, administrative, and housing experience, and experience with the population served by the organization.
9909E	Housing Property Manager Senior	Oversees four or more buildings or 300+ units. Supervises and trains staff; manages day-to-day tenant affairs. Oversees finances, including building revenues and expenses, and upkeep of physical properties. Typically requires experience with the population served by the organization, as well as supervisory, administrative, and housing experience.
9912N	Housing Social Service Specialist	Acts as liaison with community agency case managers; provides information and referral assistance to tenants, and coordinates tenant activities. Typically requires a bachelor's degree in social work or a related field, and 2+ years of experience with the population served by the organization.
2217E	Human Resources Supervisor	Supervises one or more human resources program or unit including recruitment, affirmative action, compensation and benefit administration, employee relations and training and development. Supervises operations of a department or unit. Schedules work and monitors quality and productivity. Assists with staffing and performance management. Decision impact schedules and unit productivity. Reports to Manager or Director level.

1812E	IT Project Manager	Project manager for corporate and enterprise IT projects. Creates and maintains project plans and schedules. Manages changes in tasks and goals and resource allocations to projects. Participates in development of project requirements, specifications, deliverables and contract finalization. Coordinates delivery of development (beta) and production releases that meet quality assurance standards. Acts as liaison between business and technical aspects of project. Senior level professional. Applies mature technical and organizational knowledge to a range of challenging tasks. Receives consultative supervision and is a senior team member. Typically requires a computer science or project management degree and 2-4 years of experience.
9022N	Laboratory Assistant	Obtains, processes, and analyzes laboratory specimens. Logs all specimen intake and testing results. Orders, distributes, and performs upkeep on stock and inventory. Creates and transmits individual, summary, and inventory reports. Maintains inventory and equipment for the laboratory, including maintenance. Typically requires an associate's degree, vocational training, and/or related on-the-job experience.
9980N	Legal Advocate	Provides support, advocacy and legal assistance services. Conducts intake, screening and needs assessment of clients seeking legal assistance. Assists clients in understanding and navigating court and local community service systems for self-advocacy. Provides legal referral information and assists in the filing of protection orders. Accompanies clients to court or attorney's office as needed. Performs crisis intervention and safety planning for clients seeking legal aid. Requires a bachelor's degree and 1-2 years related of experience and/or training, or equivalent.
9807E	Librarian	Directs and oversees the operation and administration of libraries in support of all collections, publications, and educational/programmatic functions. Catalogs and classifies materials according to accepted library standards.
9965E	Licensed Mental Health Therapist/Clinician	Provides a wide array of mental health and social work functions such as assessment interviews, case evaluation, client counseling, and treatment plans or other social services to individuals, groups or families involving complex mental health problems. Maintains proper records according to organization, state, and federal guidelines. Requires master's degree in social work, psychology, marriage and family therapy, mental health counseling or closely related field. Washington State licenses include: LASW, LICSW, LMHC, LMFT.
9967E	Licensed Psychologist	Evaluates patients for mental, emotional or behavioral disorders. Administers and interprets psychological tests and measurements and documents results. Provides recommendations about courses of treatment and diagnosis. Guides patients through treatment, such as behavior modification, psychotherapy, and group therapy. Responds to crises with appropriate interventions and changes treatment plans to respond to changing circumstances. Uses talk therapy to treat patient illness or distress, cannot prescribe medication. Requires a PhD, 2+ years of supervised experience, completion of the Examination of Professional Practice in Psychology (EPPP) and jurisprudence exams, and current WA State licensure as a Psychologist.

9969E	Licensed Social Worker	Performs difficult professional casework providing intensive social work case services with complex social problems and treatment plans. Directs service programs and may provide work direction to social work paraprofessionals in social work functions. May provide assessment interview, counseling, case evaluation, or adoption services. Determines appropriate methods of treatment, and/or provides other social services to individuals, groups, or families. Maintains proper records according to organization, state, and federal guidelines. Requires a master's degree and professional experience. WA licensure must be LASW or LICSW.
3598E	Maintenance Manager	Responsible for the maintenance operations for a companies facilities including ground maintenance. Activities of those supervised typically include painting, minor plumbing and electrical repairs, carpentry, landscaping and landscape maintenance, replacing light bulbs and air conditioning filters, etc. Do not include production machinery and equipment maintenance. Manager level with direct responsibility for supervisors and leads. Plans, schedules and prepares budget for periodic maintenance programs. Typically requires a bachelor's degree and 3+ years of professional experience. Professional certification may also be required. Often found in larger organizations and those with multiple locations.
9852O	Major Gifts Director	Directs the development of the major gifts program. Develops strategy for cultivating and soliciting major gift prospects with the help of board and other volunteers. May oversee planned giving program and prepares solicitation materials, including funding proposals and request letters. Coordinates efforts to continually inform, recognize and steward major donors. Helps recruit and train fundraising volunteers. Typically requires a bachelor's degree and 5+ years of experience, or equivalent. Other Titles: Major Gifts Officer
3198E	Manufacturing Engineering Manager	Manage a manufacturing engineering group. Supervises and coordinates all phases of manufacturing engineering. Initiates procedures, methods and equipment for development of projects. Originates and applies new and unique methods and procedures with considerable latitude for unreviewed action or decisions. Provides technical engineering advice and counsel to top management personnel and represents the organization in outside technical forums. Manage a department with reporting supervisors. May manage a function with no or few direct reports. Makes final decision on administrative, project management and operational matters. Actions directly impact department performance. Reports to director or executive level in smaller organizations.
9025N	Medical Laboratory Technician	Performs diagnostic testing following standardized procedures on patient samples, aiding health care providers in the diagnosis and/or monitoring of various disease states. Involves routine analysis. Monitors quality control and may work in hematology, chemistry or microbiology. Typically requires an associate's degree and completion of an internship from an accredited training program, completion of ASCP exam, and 1-2 years work experience.
9033N	Medical Phlebotomist	Matches laboratory requisition forms to specimen tubes. Draws blood or collects fluid or tissue samples from patients, using appropriate collection procedures. Disposes of contaminated sharps, blood or other biohazard fluids or tissue in accordance with applicable laws, standards. Transports specimens or fluid samples from collection sites to laboratories. Typically requires an associate's degree or training in a vocational school and related on-the-job experience, and Washington Department of Health certification as a health care assistant.

9015E	Medical Records Manager	Manages the health information and medical records department in a healthcare organization. Directs employees in medical or surgical coding, transcription, release of information and medical filing areas. Responsible for the accuracy, completeness, confidentiality, and security of healthcare information. Ensures healthcare information management processes are compliant with applicable regulations and policies of JCAHO and state standards. Requires a bachelor's degree, RHIA/RHIT certification, and 5+ years of professional experience.
90130	Medical Services Director	Develops organization's medical policies and procedures and ensures compliance with all regulatory agencies. Oversees hiring, training and supervision of medical personnel. Serves as community liaison and spokesperson on all matters relating to the development and implementation of the organization's medical services. Directs and prepares for regulatory activities, audits, FDA submissions, inspections, and crises. Strategically implements standards of practice, development and tracking of outcome measures and other metrics. Controls all aspects of fiscal operations, such as setting rates, accounting and financial relationships. Oversees hiring, training and supervision of medical personnel. Strategically implements standards of practice, development and tracking of outcome measures and other metrics. Controls all aspects of fiscal operations, such as setting rates, accounting and financial relationships. Requires medical degree and 10+ years experience, including management. Board certification usually preferred.
9857E	Membership Manager	Oversees and implements membership recruitment and retention campaigns and programs. Develops and executes marketing strategy, tracks and analyzes campaign results. Works with marketing/development staff to plan and implement programs and benefits for members and donors. Oversees maintenance of membership rosters and payment of dues and contributions. May involve supervision of subordinate staff. Requires a bachelor's degree and 4+ years of experience. Other Titles: Director of Membership
9970N	Mental Health Licensed Practical Nurse	Works with mentally ill, disabled and distressed individuals in a health care setting such as mental hospitals, outpatient clinics, group and nursing homes. Assesses, monitors, and treats mental health patients. Administers medications, collects specimens, takes vital signs and provides therapeutic care. Usually works under the supervision of a registered nurse (RN) or a physician. Typically requires a current state license as an LPN.
9972N	Mental Health Professional	Provides mental health and counseling services. Requires a master's degree and 2 years of experience supervised by a Mental Health Professional, but not licensed.
9974N	Mental Health Registered Nurse	Works with patients suffering personality and mood disorders, mental distress or mental illness. Counsels patients and their families, works to ensure the best possible treatment. Works in a psychiatric unit of a hospital, mental health clinic or long-term psychiatric care setting. Typically requires a bachelor's degree and current state RN license.
9975N	Mental Health Specialist	Provides mental health and counseling services. Mental Health Professional with additional specialist qualifications. Requires documentation as Geriatric MHS, Minority MHS, Developmental Disability MHS or Child MHS, specialized education, experience and supervision, and Mental Health Professional (MHP) certification.

9017E	Nursing Services Director	Directs administrative and clinical functions in acute nursing units, clinics and treatment or diagnostic centers. Develops and implements standards of care relevant to patient services and personnel. Coordinates all patient services. Supervises all personnel who deliver direct patient services. Typically requires a current RN licensure with master's degree preferred, and 6+ years nursing experience, including management.
9053N	Occupational Therapy Assistant	Instructs patients and families in home programs, basic living skills and the care and use of adaptive equipment. Assist occupational therapists with implementing treatment plans designed to help patients function independently. Selects therapy activities to fit patients' needs and capabilities, altering treatment programs as necessary. Observes and documents patients' progress, attitudes and behavior and report to supervisor. Monitors and evaluates patients' performance in therapy activities and provide encouragement. Typically requires an associate's degree, Washington State licensure and related work experience.
1562E	Office Services Manager	Responsible for providing office services support to the organization or business unit. Supervises operations for centralized services, such as duplicating, filing, telephone, mail room, reception, and administrative support. Purchase office supplies and oversee the planning, purchasing, and maintenance of office equipment. Manage a department or function through supervisors and/or senior staff. Makes final decision on administrative and operational matters.
1750O	Operations Director, Service Providers & Nonprofits	Directs general operations management and planning in a service and goods providing organization including nonprofits. Directs multiple departments or a division to attain operational efficiency to provide customer and consumer quality services. Confers with executive management to meet organizational objectives for all operations activities. Controls budgets and staffing for all operating divisions. Decision have serious and long term impact on division and corporate earnings. Typically reports to COO or CEO.
1752E	Operations Manager, Service Providers & Nonprofits	Manages the day-to-day business operations in a service and goods providing organization including nonprofits. Functions managed may include facility planning, fulfillment, purchasing and finance, risk management, legal and human resources, IT and enterprise systems and other business support functions. Manages a department or function through supervisors and/or senior staff. Makes final decision on administrative, project management and operational matters. Actions directly impact department performance. Reports to director or executive level in smaller organizations.
1755E	Operations Supervisor, Service Providers & Nonprofits	Supervise business operations in a service and goods providing organization including nonprofits. Functions supervised include facility planning, fulfillment, purchasing and finance, risk management, legal and human resources, IT and enterprise systems and other business support functions. Supervises operations of a department or unit. Schedules work and monitors quality and productivity. Assists with staffing and performance management. Decision impact schedules and unit productivity. Reports to Manager or Director level. Other titles: Superintendent and Foreman. Construction, use jobs 8716 or 8717, Construction Foreman or Construction Superintendent/Manager.
1759N	Outreach Coordinator	Evaluates needs of general public and community groups. Represents organization in a variety of public settings to increase awareness. Organizes fundraisers, media events and other services. Typically requires a bachelor's degree in social services or related field and 0-2 years experience.

1757E	Outreach Manager	Responsible for building community partnerships to broaden organization's exposure and provide opportunities for growing membership. Responsible for overseeing, attending and participating in marketing and sales activities. Provides guidance and support to leadership to assist in developing activities that are supportive to the growth of organization. Typically requires a bachelor's degree and experience in outreach at the organization level.
1452E	Payroll & Benefits Administrator	Manages and analyzes employee benefit programs, researches issues, and tracks usage data. Serves as primary contact for all benefit programs and payroll issues. Processes payroll, including updating employee hours, garnishments, benefits and vacation, etc. Communicates with employees and management about benefits options and usage. Ensures organizational compliance with federal and local regulations, auditing, and non-discrimination laws. Intermediate professional level. Typically requires a bachelor's degree or associate's degree and 2-4 years of professional experience, or equivalent. May have CPP (Certified Payroll Professional) certification.
9976N	Peer Counselor	Helps consumers identify goals that promote recovery and resiliency, and assists them in identifying services and activities to help them reach these goals. Provides safe and supportive environment for clients. Shares own personal experiences to encourage consumers to regain control over their own lives. Provides crisis intervention and/or conflict resolution. Adheres to confidentiality laws and reporting requirements. Maintains observational and progress records as needed. Requires certification from WA State Division of Behavioral Health and Recovery.
2709E	Product Development Manager	Directs activities required to develop and produce a specific product. Coordinates gathering and technical analysis of customer requirements. Provides timelines and objectives for development, production, QA, and support departments. Acts as a resource for product marketing and sales. Responsible for meeting schedule and budget for product development through release. Typically requires a bachelor's degree and minimum 4 years of related experience. Excludes individuals responsible for product marketing activities and product profit goals.
9809N	Production Assistant	Provides coordination and communication in all aspects of a performing arts production. Performs administrative and logistic support for both office and stage activities. Provides general office administrative support and coordination. Serves as the point of contact for the crew, artists, management and director during rehearsals and performance. Arranges transport, set-up and breakdown of equipment. Maintain internal and external contacts including venue contact, artist, technical and creative service providers. Intermediate level business support. Applies learned skills and procedures to complete semi-routine tasks. Receives general guidance on assignments and interactions with customers and callers. Typically requires High School education and 2-4 years of experience.
6007E	Production Project Manager	Manages designated production projects. Develops and monitor project budgets and schedules. Generates product design changes and workspace layout modifications to existing production standards to achieve optimum quality and efficiency. Uses supply production capabilities and labor estimates to aid in bids and customer proposals. Reviews and finds replacements for discarded or rejected products and materials. Typically does not supervise staff but may provide work direction. Do not report IT Project Managers or Construction Project Managers. Typically requires a bachelor's degree and 3+ years of experience, or equivalent.

1519E	Program Assistant	Assists and supports the implementation of organization programs, such social programs, education programs, recreation activities, public service research or other activities. Provides general administrative support and customer service to all clients. Duties include correspondence, mailings, filing, inputting and maintaining computer databases. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. Entry-level position, typically requiring a bachelor's degree.
1518E	Program Coordinator	Implements and monitors specific organization programs or projects. May coordinate one or multiple programs. May supervise small team in providing direct services, such as social programs, education programs, recreation activities, public service research or other activities. Responsible for ensuring that program activities as implemented are in line with the stated objectives for a project. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants.
1515E	Program Manager	Develops and manages programs or services sponsored by the organization such as social programs, education programs, recreation activities, public service research or other activities. Usually manages a program, or programs, that are of significant scope. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. Oversees project deliverables and supervises program staff. Usually has budget authority. Typically requires a bachelor's degree and 3+ years of experience.
1517E	Program Supervisor	This is an advanced professional with leadership responsibility for coordinating and monitoring programs, such as of social programs, education programs, recreation activities, public service research or other activities. May administer one or multiple programs. May solicit, implement, administer and monitor grants programs. Typically provides work direction, monitoring performance and recommending personnel actions. May report to a Manager or Director level. Typically requires a bachelor's degree and 4+ years of experience, or equivalent.
3918E	Property Manager	Acts as primary contact with all tenants. Responds to inquiries, provides estimates, coordinates moves. Tracks all property information including tenants, vacancies, rent statement, disbursements and facilities management. Processes leases, collects rent, makes bank deposits, verifies income, maintains waiting lists. Ensures compliance with HUD, TCAC and other housing regulations. AA degree and 2-5 years experience.
9957E	Psychiatric Nurse Practitioner	Provides services to adults, children, adolescents, and their families. Diagnoses, conducts therapy, and prescribes medications for patients with psychiatric disorders, medical mental conditions or substance abuse problems. May provide emergency psychiatric services, psychosocial and physical assessment of patients, treatment plans, and manage patient care. May serve as consultants or as educators for families and staff. Requires current Advanced Registered Nurse Practitioner (ARNP) license.
9955E	Psychiatrist	Physician specializing in treating mental illness. May use a vary wide variety of treatment and may write prescriptions. May designing treatment programs, conducting psychotherapy sessions, supervising electrotherapy treatments. May lead team of mental health care providers. Must hold current licensure as physician or osteopath and be Board eligible in Psychiatry.

1762E	Public Policy Analyst	Analyze, develop and implement public policy initiatives and advocacy activities directed to special interest groups, local & regional governmental bodies and industry partners. Researches complex issues, crafts possible solutions, and recommends policy actions. Works with agency departments to ensure the coordination and integration of public policy initiatives. May coordinate grassroots mobilization activities. Typically requires bachelor's degree in public policy, political science, economics, business or related field. Experience level: Intermediate to senior, between a minimum of 2 to 6 years experience.
1760E	Public Policy Manager	Manage and lead the development and implementation of public policy strategy and initiatives. Serves as the primary representative and liaison coordinating and effecting legislation and public policy decisions with governmental bodies, lobbying organizations, elected officials and other public or private organizations. May manage a staff of analysts. Typically requires a minimum of a bachelor's degree and extensive experience with the strategic analysis, development and implementation of public policy initiatives. Strong knowledge of the legislative process and experience building community relations, participating in policy task forces, and responding to emerging public policy issues.
4027N	Purchasing Coordinator	Coordinates all activities for the purchasing process, such as creating purchase orders, monitoring transportation and invoice creation and follow-through. Authorizes payments, returns of merchandise, and pricing. Organizes and locates inventory in databases and online systems. Analyzes and monitors internal, economic, and consumer trends to forecast sales and inventory. Communicates and negotiates with vendors and outside sales representatives regarding rates, vendor discounts, incorrect orders. Senior level business support. Applies expertise to perform a broad range of tasks. Senior member of a team. Mature knowledge source for customers, clients and co-workers. Typically requires High School education with some vocational training and 4-6 years of experience.
1765E	Records Specialist - Senior	Maintains records for the organization or a major department. Imports data into data management systems. Copies and scans documents and files paperwork. Inventories records. Posts notices, handles billing, logs record activity and trains other staff members. Recommends modifications to records management methods. Transfers files to storage and periodically purges files per company record retention policies. Requires specialized training in records management and 2-4 years of work experience, or equivalent. Do not report Medical Records Specialists.
9915E	Resident/Housing Manager	Lives on-site to provide day-to-day tenant management, building security and building maintenance in a housing facility or group of facilities serving clients with special needs, assisted living for seniors or group living for residents with mental or physical limitation. Typically requires experience with the population served by the organization.
9978N	Residential Counselor	Provides services to assist consumers in achieving and maintaining an optimum level of function. Assesses needs, assists clients in accessing services, advocates for clients, provides support, and assists with independent living functions. Requires an associate's degree or high school diploma or GED and 2 years of experience.

2647E	Sales Engineer	Collaborates with sales teams or assists customers directly to understand and select products that meet customer needs. May train customers in the use of products. Confers with customers and engineers to assess equipment needs and to determine system requirements. May travel to customer locations, participate in sales presentations, demonstrate product and assist in the sales process. May modify a product design to fit a customer need. Uses established policies and procedures to complete work assignments. Work is somewhat routine with detailed instructions and performed under close supervision. May be assigned an element of a project or well-defined tasks. Typically requires a bachelor's degree and 2 years of professional experience, or equivalent.
1140N	Senior Accounts Payable Clerk	Compiles and maintains accounts payable records. Reviews and verifies calculations of incoming billings; matches invoices with purchase orders and statements; checks authorization and signature; posts entries to accounting system; reconciles bills. May prepare 1099's, statements and reports and process checks. Intermediate level business support. Applies learned skills and procedures to complete semi-routine tasks. Receives general guidance on assignments and interactions with customers and callers. Typically requires High School education and 2-4 years of experience.
1144N	Senior Accounts Receivable Clerk	Records payments to customers' accounts and maintains accounts receivable records. Keeps customer ledger accounts and prepares monthly accounts receivable statements. Intermediate level business support. Applies learned skills and procedures to complete semi-routine tasks. Receives general guidance on assignments and interactions with customers and callers. Typically requires High School education and 2-4 years of experience.
9920E	Shelter Manager	Manages daily preparation of organization's shelter, including staffing, operations, budgeting, funding, developing reports and policies, and community outreach. Typically requires an associate's degree and 5+ years of related experience, or equivalent. Other Titles: House Manager; Youth Residential Manager
9923E	Shelter Supervisor	Oversees all aspects of the daily operations of shelter. Ensures safe living conditions for residents and staff. Supervises staff of shelter. Typically requires an associate's degree and 3+ years of related experience, or equivalent. Other Titles: Residential Staff Supervisor
2675E	Social Media Manager	Implements the organization's social media strategy. Develops brand awareness and generates inbound traffic. Coordinates with Marketing and PR teams to support their respective missions, ensuring consistency in voice and cultivating a social media referral network. Oversees research, campaigns and content creation, execution, monitoring, and reporting. Requires in-depth knowledge and understanding of social media platforms and their respective participants and how they can be deployed in different scenarios. Typically requires a bachelor's degree and minimum 4 years of professional experience, or equivalent.
2677E	Social Media Specialist	Manages and executes an organization's social media strategy. Evaluates, manages, and contributes to a variety of social media channels in an effort to achieve company objectives while ensuring a consistent marketing message and strengthening the company's position in the market. Typically requires a bachelor's degree and 2-4 years of professional experience, or equivalent.

99500	Social Services Director	Directs provision of services in organization in social welfare field for individuals, groups, or community. Establishes policies and programs and administers such programs, working with Board of Directors and committees. Determines policies and defines scope of services to be rendered within legislative regulations for public welfare agency functioning without Board of Directors. Oversees staff operations and monitors budget. Monitors progress and effectiveness of program plans. Typically requires a master's degree and 3-5 years of professional experience.
9952E	Social Services Manager	Manager of professional and paraprofessional social work staff. Plans department work, assigns caseloads, supervises, and coordinates the activities of social services workers and volunteers. Participates in the development of overall goals, objectives, and policies of the social services program. May provide training on procedures, policies, and regulations. May assist on more difficult cases. Evaluates performance and provides feedback to staff members. Typically requires a bachelor's or master's degree and 3+ years of professional experience.
9953E	Social Services Supervisor	Supervises and coordinates the activities of social services workers. Establishes relationships with other agencies, schools, monitors, and service providers. Typically requires a bachelor's degree and related experience.
9810E	Soundboard Technician	Controls audio equipment for performances. Creates soundscapes for theatrical productions ranging from musicals to straight plays. Ensures audio needs for performances are met. Responsible for setting up and monitoring audio equipment. Typically requires an associate's degree or vocational training and equivalent work experience. Other titles: Sound Technician; Sound Engineering Technician
9578N	Speech-Language Pathologist (SLP)	Diagnoses and treats speech and language problems. Evaluates speech and language skills as related to educational, medical, social and psychological factors. Administers, scores, and interprets specialized hearing and speech tests. Conducts treatment programs to restore communicative efficiency. Provides counseling, guidance and language development therapy. Requires a master's degree in speech-language pathology and current Washington State license.
9812N	Stage Technicians	Installs, operates and maintains stage equipment in a large multipurpose building accommodating conventions, and a variety of performing arts presentations such as dance, concerts, and sports events.
1842E	Systems Engineer	Designs and develops solutions to complex applications problems, system administration issues, or network concerns. Performs systems management and integration functions. Installs, configures, and upgrades software/hardware/network systems. May design a data contingency plan or data disaster recovery plan. Oversees the planning, design and implementation of system engineering projects. May direct the work of less experienced systems engineers. Senior level, applies mature technical and organizational knowledge to a broad range of complex tasks. Scope of work requires creative independent judgement. Acts as lead on projects. Typically requires bachelor's degree in engineering, science or math and 4-6 years of experience.
1133E	Tax Accountant	Maintain tax records and prepare tax returns and schedule. Prepares filing for local state and federal returns and other tax filings. Perform year-end accrual review and tax provisions. Assist in federal and state audits. Maintain tax preparation system. Advise management on tax impact of corporate strategies. Professional level position and working knowledge of budget techniques, policies, and procedures. Typically requires a bachelor's degree and 2-4 years of related experience.

8965E	Teacher, Adult & Continuing Education	Conducts academic, professional development, or personal development educational sessions with adult clients to improve skills and functioning. Develops and implements curriculum. May provide supervision to teaching assistants. Typically requires a bachelor's degree and 2+ years of experience, or equivalent.
8967E	Teacher, K-12	Develops and implements grade appropriate curriculum for one or more subjects from kindergarten through high school. Evaluates and documents students' progress and performance. Meets with parents, other teachers, counselors and administrators to discuss the students' progress and resolve any behavioral and/or academic problems. May Supervise teaching assistant(s). Requires a bachelor's degree, 2-4 years of experience in the field or in a related area, and may require certification.
8970N	Teacher, Preschool & Early Childhood Education	Works with three to six year old children with the goal of developing kindergarten-readiness skills. Capitalizes on children's play to further language and vocabulary development (using storytelling, rhyming games, and acting games), improve social skills, and introduce scientific and mathematical concepts. Encourages learning through creative activities such as art, dance, and music. May Supervise a teacher's assistant. Must be certified in first aid and CPR. Requires a bachelor's degree in early childhood education or a related field and state certification.
9815E	Technical Director	Ensures technical equipment is functional, maintained and safe. Responsible for the overall organization of the technical production process. Generates working drawings, materials research and purchasing. Schedules and supervises build crews. Handles conflicts that arise between different departments. Organizes strike and clean-up for productions.
2672N	Telephone Order Processing Representative	Answers inbound calls from customers and takes orders. May inform callers of product availability and pricing. Typically requires high school diploma or GED and 0-2 years of professional experience.
9817E	Theatre, House Manager	Manages all front of house functions and may be responsible for settlement with visiting groups/artists. May oversee concessions, manage patron complaints, and Supervises ushers.
4227N	Traffic Specialist	Negotiates domestic and international transportation rates and services. Monitors carrier compliance. Coordinates relations with carriers. Assures compliance with all relevant U.S. laws and regulations. intermediate level professional. Applies developing technical and organizational knowledge to a range of challenging tasks. Receives minimal direct supervision. Actively contributes to team and handles escalation calls. Typically requires a bachelor degree and 2-4 years of experience.
9580E	Veterinarian	Provides diagnostic and therapeutic veterinary medical services and surgery. Assists in training and supervising organization staff regarding diagnostic, therapeutic, surgical and animal handling procedures. Requires degree and DVM licensure.
9583N	Veterinary Assistant	Assists veterinary staff in examining, handling and treating animals. Administers anesthesia and prepares animals for surgery. Maintains veterinarian patient records and supply inventories. Administers first aid treatments and medications to domestic animals as directed by veterinary staff. Typically requires a degree and professional registration from an accredited program of veterinary medicine. Other Titles: Registered Veterinary Technician

9819E	Visitor Services Manager	Manage visitor services programs for museums, science centers, galleries, exhibition centers and performance centers to inform and ensure the highest level of visitor safety, enjoyment and experience. Plan and manage front house services including ticketing, information desk, shop and/or café, tours and tour guides and other programs. Supervise visitor program staff. May require a bachelor's degree and previous front of the house service management experience.
1770N	Volunteer Coordinator	Recruits and trains new volunteers. Coordinates the work schedules of volunteers on projects or daily activities. Maintains volunteer database. Performs appropriate background check. Records volunteer time and follows up with recognition and acknowledgement. Typically requires some training beyond high school and 0-2 years of experience. Other Titles: Community Outreach Coordinator; Mentor/Volunteer Coordinator
1767O	Volunteer Services Director	Oversees recruitment, selection, orientation, training and evaluation of volunteers for special projects or to support daily activities of the organization. Considers skills, knowledge and abilities needed to carry out volunteer activities. Matches volunteers to projects or duties. Speaks to community groups. Serves as a member of the organization's managing team. Supervises paid volunteer staff. Administers program budget if applicable. Typically requires a bachelor's degree and 2-4 years of related experience.
1769E	Volunteer Services Manager	Markets and increases access to volunteer programs to build the volunteer pool. Provides engaging, useful training, tasks, and projects for volunteers, and strives to retain and reward them. Assess organizational needs and strategies for meeting those needs with volunteers. Schedules and communicates with volunteers to increase efficiency and project completion. Typically requires a bachelor's degree and 2-4 years of related experience.
1942E	Web Content Product Manager	Manages all web content and projects related to the web site. Writes, edits, and proofreads new content. Ensures that all documents meet established content standards and works with developers to assess any technical challenges in displaying the content. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Manages a unit or function through supervisors and/or senior staff. Makes final decision on administrative, project management and operational matters. Reports to manager or director in smaller organizations.