



Project Coordinator

Position: Project Coordinator

Schedule: Part-time, 20 hr/week position. This position offers a hybrid weekly schedule of in-person (Shoreline) and remote work.

Salary: \$29,203 - \$34,628 annually (\$28.10 - \$33.30 per hour)

Benefits: This position offers paid vacation, and 13 paid holidays. We offer a flexible work environment.

Reports to: Sr. Project Manager, Career Tours

Position Close Date: Priority interviews to those who apply by 9/8/2023

To Apply: Please submit your cover letter and resume, and complete the questionnaire at this link: <https://wkf.ms/3qLTF1w>

Organization: [Washington Alliance for Better Schools](#) (WABS) is a nonprofit collaborative of school districts and industry leaders that leverages resources, talent, and intellectual capital to help over a quarter million students graduate career and college ready.

Equity, Diversity, and Inclusion Statement: WABS is committed to addressing the systemic racism that creates disparities in education. We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.

Job Summary: We are in search of a Project Coordinator who demonstrates strong organizational skills, and a proactive approach, to join our Regional Network team. In this pivotal role, you will be responsible for providing essential coordination support for the implementation of on-site work-based learning, such as Career Tours and Interactive Job Shadows, across King, Pierce, and Snohomish counties. Success in this position hinges on exceptional organizational and communication abilities, as well as a proven track record of efficient collaboration with Project Managers and external partners.

Responsibilities:

- Efficiently manage follow-up confirmation and logistics documentation with external partners who have agreed to host on-site work-based learning events.
- Create and communicate training schedule for partners and send calendar invitations, reminders, and follow up documents
- Track attendance and dietary needs of students and share with employer hosts; order catered lunches if/as needed.
- Support day of tour logistics including ordering buses, preparing chaperone packets, supplying materials to schools and attending tours as needed



- Oversee production, distribution, collection and data entry for on-site work-based learning event evaluations of students, chaperones, and employers
- Manage visual media from on-site work-based learning events, which may include taking photos, organizing photo library and posting to social media

Desired Qualifications

- At least 2 years of experience in program coordination, preferably in the education or nonprofit sector
- Demonstrated understanding and commitment to the practices of equity, diversity, and inclusion
- Familiarity with data collection and using online collaborative tools
- Excellent communication skills, both written and verbal, with the ability to engage with varied groups
- Strong organizational skills to coordinate multiple events concurrently
- Ability to work independently and collaboratively in a team-oriented environment.
- Some higher learning study in education, or a related field preferred.
- People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are strongly encouraged to apply

Hiring Requirements As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

Depending upon your work location, we may require proof of full vaccination against COVID-19 and any recommended booster doses. All employees in the United States are to provide proof of full vaccination upon hire and any recommended boosters, subject to applicable laws.

Inclusion Statement We are dedicated to the belief that all lives have equal value. We believe that to be inclusive, we must go beyond this statement to operationalize anti-racism as a part of our practice and are committed to creating a workplace where employees thrive both personally and professionally. We also believe our employees should reflect the rich diversity of the global populations we aim to serve—in race, gender, age, cultures and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.