

## Project Coordinator - Temp/Seasonal

**Position:** Project Coordinator for Student and Family Engagement - Temporary/Seasonal role with potential transition into future permanent employment.

**Schedule:** Part-time, 25-30 hrs/week position for a duration of approximately 3 months (March 2025 through June 30 2025). This position offers a hybrid weekly schedule of in-person (Shoreline), remote work, with attendance at occasional weekday evening events.

**Hourly Rate:** \$26 per hour

**Benefits:** This position is not eligible for Medical or Retirement benefits. Position's daily work schedule will follow the typical business hours, including holiday closures and hybrid schedule in a flexible work environment.

**Reports to:** Program Manager

**Position Close Date:** Open until filled.

**To Apply:** Please apply by following this link: <https://wkf.ms/3Qt2V40>

**Organization:** [Washington Alliance for Better Schools](#) leads a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

**Equity, Diversity, and Inclusion Statement:** 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

WABS seeks an experienced and detail-oriented Project Coordinator with a demonstrated commitment to equity and racial justice to join our dynamic and collaborative team. In this role, you will be pivotal in supporting the Student and Family Engagement program team to serve our 14 member school districts in Washington.

The Project Coordinator will provide logistical support to programs, projects, and initiatives, including but not limited to:

**Natural Leaders:** A family engagement program focused on serving those furthest from educational justice including families of color and immigrant and/or refugee families. The program supports parents in building their innate skills so they can become leaders in their communities and support student success.

**Family STEM Nights:** An initiative supported by Natural Leaders families. Family STEM Nights bring together elementary students and their extended families to tackle hands-on STEM design challenges like building the fastest car out of everyday materials.



**Regional Pathways Alliance:** A program that supports career pathways for students and families. The family engagement component includes a family college visit and college readiness session.

To excel in this position, you must have exceptional project management, event coordination, and communication skills, with a keen eye for detail and strong time management.

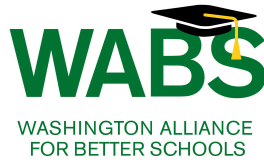
A successful candidate will be able to thrive in a fast-paced environment, juggling multiple priorities while maintaining flexibility and working both independently and collaboratively. The Project Coordinator will help to foster successful collaborations among schools, families, and communities and adapt to the changing needs of the communities we serve.

### **Responsibilities:**

- Support coordination and implementation of family engagement led by the Student and Family Engagement (SAFE) team for activities and logistics aligned with the Healthcare Pathways strategy and other career-connected learning projects and programs.
- Provide logistical coordination and support for the Natural Leaders programs, including data entry, technical support during online and in person meetings, and support with communication with families, school staff and volunteers.
- Source materials, build and deliver supply kits, communicate with schools, support volunteers, and schedule and coordinate events in such programs.
- Provide technical assistance for school districts to access WABS family engagement program materials and opportunities.
- Support the development of culturally responsive marketing and outreach materials for communications, including newsletters, emails, and social media.
- Help coordinate technical and logistical aspects of monthly, virtual Family Engagement District Lead meetings.
- Support the Program Manager in ensuring adherence to program budgets.
- Provide in-person support at evening and weekend events within our member school districts.
- Other duties as assigned.

### **Required Qualifications**

- 3+ years of relevant volunteer or work experience
- Excellent project management skills, time management, and understanding of workflow and attention to detail
- Excellent listening and communication skills, both verbal and written
- Experience in volunteer engagement, especially in school communities
- Ability to network, build relationships, foster trust, and collaborate across diverse audiences



- Experience in using and flexibility in learning technology tools, particularly in Mac OS, Google Suite, & Zoom
- A commitment to fostering a work culture rooted in transparency, accountability, and collaboration
- Resourcefulness and adaptability in navigating ambiguity in a fast-changing environment
- A strong commitment to maintaining confidentiality and upholding a high level of integrity
- Understanding and commitment to the practices of equity, diversity, and inclusion
- Reliable transportation and WA State Driver's License is required
- Ability to lift 30 lbs

### **Desired Qualifications**

- Experience in the public school system
- People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are strongly encouraged to apply.
- Prior experience as a Natural Leaders parent, family member, or staff member.
- Experience working with immigrant and/or refugee communities
- Experience working with students and families from communities of color
- Experience with project management software

### **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, culture, 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.