



Project Coordinator

Position: Project Coordinator

Schedule: Full-time, Non-Exempt, 1.0 FTE (40 hrs/week). Attendance at weekday evening events (about 20-30 per year).

Salary: \$65,000

Benefits: Excellent health and retirement benefits are provided by [School Employee Benefits Board](#) and [Department of Retirement Services](#) with public sector employee benefits including pension. This position offers annually: 20 days of paid Vacation, 12 days of paid Sick leave, 13 paid Holidays, and 1 Personal Floating Holiday.

Location: This position offers a hybrid Monday through Friday schedule, with in-person days located at the WABS office in Shoreline

Reports to: Vice President of Strategic Partnerships and Programs

Position Close Date: Open until hired

To Apply: Please complete the form located at: <https://wkf.ms/46KPV2e>

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.

Vision: Equity in every school. Opportunity for every student.

Mission: We lead 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.

Core Values

- Engage: We authentically engage with students, families, community, and partners
- Create: We co-create innovative programs and strategies to advance equity for students
- Amplify: We activate and amplify the capacity that exists in people, communities, and systems

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 who has a pivotal role in supporting student and family programs serving our 12 member school districts in Washington.

The Project Coordinator will provide logistical support to programs, projects, and initiatives focused on serving those furthest from educational justice, including families of color and immigrant and/or refugee families.

To excel in this position, you must demonstrate exceptional skills in the following areas: project management, event coordination, time management, attention to detail, and communication.

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.

Responsibilities:

- Provide project coordination and logistical support for the Family Engagement Program and other WABS programs, including but not limited to scheduling, communications, materials preparation, and volunteer/trainer support
- Provide in-person and virtual support for daytime and late-afternoon or evening events located at schools within our member school districts
- Ensure accessibility for families by coordinating interpreters, childcare, transportation, and culturally responsive accommodations
- Recruit and support facilitators and volunteers to ensure high-quality delivery
- Serve as a point of contact for district staff, facilitators, families, or other program stakeholders
- Schedule meetings with external partners and organizations
- Contribute to culturally responsive marketing, outreach, and communications for program activities, prioritizing immigrant, refugee, and historically marginalized communities
- Provide program evaluation support including, but not limited to: data entry, survey tracking, monthly reports, and other evaluation tools
- Assist with program budget tracking
- Collect accurate data on participation, attendance, and outcomes
- Other related duties as assigned

Required Qualifications

- Work experience coordinating programs or related volunteer experience



- Demonstrated skills in project coordination, time management, and attention to detail
- Ability to work independently and in a team environment
- Excellent listening and communication skills, both verbal and written
- Ability to 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
- Ability to participate in late afternoon and/or evening events (virtual and in-person) located at schools within our member school districts.
- Reliable transportation and WA State Driver's License is required
- Ability to lift 30 lbs

Desired Qualifications

- Experience working or volunteering in the public school system
- Experience working with students and families from immigrant and/or refugee and/or communities of color

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.