



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

Job Opening: Program Coordinator

Part-time, 20-30 hours per week

WABS has an excellent opportunity for a **detail-oriented** individual with a high level of **professionalism** who enjoys an energetic and **dynamic** environment, with experience in program coordination.

This position is responsible for coordinating the After School STEM Academy (ASSA), a hands-on STEM after school program that brings industry volunteers into over 200 elementary and middle school classrooms per year across the Puget Sound Region. This position will also perform office and administrative duties as needed. This position reports to the Director of Expanded Learning.

Program Coordination:

- Source, order, and organize all materials needed for the After School STEM Academy program.
- Review and modify curriculum as necessary to fit ASSA program model.
- Assist with volunteer coordination for established industry partners.
- Assist with volunteer trainings.
- Support program evaluation efforts for student, teachers, and volunteers.
- Promote After School STEM Academy at volunteer expos, partnership meetings, other events.
- Support WABS special events, projects, and other duties as assigned.
- Perform office and administrative duties as needed.

Education, Skills, and Abilities:

- At least 2 years experience in the following areas:
 - Program coordination;
 - Volunteer management and training; and
- Bachelor's or Masters Degree, *preferred*
- Demonstrated ability to manage responsibilities under the pressure of frequent deadlines.
- At least intermediate level expertise with MS Office including Word, Excel, and PowerPoint, Adobe, and G-Suite.

Compensation & Schedule:

- Hourly wage range \$18-22/hour.
- This is a 20-30 hour per week part-time position. This position has no health or retirement benefits at this time. However, we do have a generous PTO policy.

Please submit resume and cover letter to info@wabsalliance.org. Desired start in February 2018. Priority consideration to applications received by Monday, 1/29/18.