



PROGRAM COORDINATOR JOB DESCRIPTION

BASIC INFORMATION

Job Title: Program Coordinator

Travel Requirements: Limited

Status: Full Time, Exempt

Supervisor: Chief Program Officer

Place of Performance: Seattle, Washington

Direct Reports: N/A

POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for systemically underserved students. Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. Washington STEM directly works with over a dozen state agencies, with the majority of the higher education institutions and apprenticeship programs in the state, public and private early learning providers and early learning roundtables, policymakers and legislators, employers (including some of the largest employers in the world), and dozens of state initiatives and task forces.

The Program Coordinator is responsible for a broad range of support functions in service of Washington STEM's programmatic areas of early learning, K-12, and career pathways. The Program Coordinator works to integrate services, including data and policy support, to ensure coordinated support for Washington STEM's partners across the programmatic areas. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Support Workflow with Internal and External Partners

- Implement and maintain cross-initiative and cross-team project tracking
- Ensure consistency with processes and systems within the Program Team
- Support Program Team members and partners through facilitating the steps involved in the Grants/Contracts process, including coordination of draft proposals and reports with partners, issuing check requests
- Gather and collate quarterly partner reports
- Periodically review and develop improvements to Program Team management systems

Support Knowledge Management

- Record, organize, and disperse meeting notes for regular Program Team meetings, Network meetings, and other meetings as necessary
- Gather and summarize select research and data
- Produce and format select documents and presentations
- Utilize and manage collaborative software accounts including but not limited to ZOOM, Google Drive, Smartsheet, and SurveyMonkey

Provide Administrative Support

- Provide extensive calendar and contact management for members of the Program Team as needed
- Schedule meetings and reserve conference rooms
- Assist with meeting and event planning and, as necessary, provide day-of event support
- Arrange select international and domestic travel, develop travel itineraries, and coordinate participation in conferences and other events for Program Team members
- Light copyediting
- Other projects/duties as assigned for the overall benefit of the organization

QUALIFICATIONS AND EXPERIENCE

Experience and Education:

- Previous experience providing general administrative support
- Postsecondary diploma or equivalent a plus but not required
- Previous project coordination beneficial but not required
- Expert proficiency with Microsoft Office

Qualifications:

- Strong ability to execute work with a Diversity, Equity, and Inclusion lens
- Ability to manage and balance multiple tasks and priorities
- Strong written and verbal communication skills
- Exceptional organizational skills and impeccable attention to detail
- High degree of professionalism in dealing with diverse groups of people
- Ability to make appropriate, informed decisions regarding priorities and available time
- Ability to complete a high volume of tasks and projects with little or no guidance
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- Ability to work well within a cross-functional team environment
- Ability to learn databases and online meeting tools such as ZOOM, Microsoft Teams, Eventbrite, and others

Work Environment:

- Normal office environment with moderate noise levels from standard office equipment; occasional lifting of up to 20 lbs.; regular moving to and from meeting spaces, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required
- Due to COVID-19, Washington STEM staff are currently working remotely. Our return-to-office plan is regularly being reviewed by the Executive Team, and staff will have receive notice of any changes as soon as it is available

BENEFITS

- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
- Matching 401(k)

HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in this role as well as responding to these questions:

1. What does it mean for you to have a commitment to diversity and equity?
2. How have you demonstrated that commitment and how would you see yourself demonstrating it at Washington STEM?

Compensation for this role is competitive. The salary range is \$58,964 - \$69,219 and salary will be commensurate with candidate experience.

Anyone interested in the position is encouraged to apply early in the process. To apply, please send your cover letter and resume to hr@washingtonstem.org.