



## **Program Coordinator Recruitment Announcement**

**Recruitment Closes:** Open until filled

**Start Date:** Negotiable

**Location:** This is a Washington state home-based office position or can be a hybrid position if candidate resides in the Olympia area.

### **Job Description:**

PEI is a statewide organization headquartered in Olympia, Washington. The Program Coordinator supports multiple aspects of program delivery. This position is half-time and reports to the Associate Director of Program.

PEI strives to create a diverse team that allows us to effectively connect to the communities we serve. We have a commitment to integrating diverse perspectives into our workplace culture and encourage our employees to bring their whole, authentic selves to work. PEI evaluates candidates based on their experience, abilities and effectiveness and does not discriminate against candidates based on any other personal characteristic or any classification.

### **Primary Responsibilities**

#### Professional Learning Opportunities, Meeting and Event Support

- Support professional learning opportunities (professional development workshops) offered by regional FieldSTEM Coordinators and community partners
- Provide support and logistics for professional learning opportunities, events and meetings
- Develop marketing materials, such as fliers, Mailchimp announcements and social media posts
- Support participant registration
- Coordinate and support post-workshop procedures
- Support professional learning clock hour administration

#### Communications

- Support external program communications

#### PEI Teaching Resources

- Support management of tasks related to teaching materials and resources

#### Administrative Support

- Provide administrative support primarily to Program Department, support other staff as needed
- Share reception, video set up, mail and telephone duties (when in office)

#### Desired Qualifications and Skills

- Minimum of 2 years of administrative support experience, work in a nonprofit setting is a plus
- Experience in marketing of programs and services
- Experience with graphic design, website, and social media platforms
- Proficient using Microsoft Suite with a willingness and ability to learn new programs

- Experienced in data entry and/or database management
- Excellent organizational, time management and customer service skills
- Excellent communication, interpersonal relationship and writing skills
- Interest in environmental/natural resource/sustainability education
- Professional, positive, creative, and flexible
- Ability to work independently and as part of a team

### **Wages and Employment Information**

This is a part-time position, 20 hours per week. Wages are \$20.00 to \$22.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid holidays, vacation/sick leave, health, vision, dental, retirement and life insurance benefits. Benefits are pro-rated based on FTE level.

### **To Apply**

Please apply by submitting a job application on our website at <http://bit.ly/36m5c7T> including a cover letter and resume to Gail Kramer, PEI Finance and HR Director, or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. We are committed to creating conditions where all candidates can fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role. Applications can be accepted in person with an appointment. Incomplete applications will not be considered. PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview.

### **About PEI:**

PEI is a leader in promoting civic and scientific literacy by empowering people to make balanced, well-informed decisions for just and sustainable communities. We empower educators to advance equitable civic and scientific literacy by promoting outdoor, integrated, career connected, locally relevant, real-world science. It is a process that takes students outdoors to integrate language and math skills with an understanding of complex social (cultural, economic, civic) and natural systems to: answer authentic questions through scientific inquiry, design real solutions through engineering, and resolve issues through collaborative decision making. Find more information at <https://pacifieducationinstitute.org/>.