



Associate Director Puget Sound Region Recruitment Announcement

Recruitment Closes: Open until filled

Start Date: Negotiable

General Description

The Associate Director Puget Sound Region's primary responsibility is to successfully implement Pacific Education Institute's (PEI) programs and strategic initiatives to increase scientific and civic literacy for K-12 students to make balanced, well-informed decisions for just and sustainable communities and to develop future leaders in the education, conservation, and natural resource sectors.

This is a full-time position that reports to the Executive Director, collaborates with other directors and supervises regional FieldSTEM Coordinators in the Puget Sound region. This position is a hybrid position that is mostly remote and will require regular travel to Olympia. Employee will be required to have a functional home office space and internet.

Primary Responsibilities

Program Implementation

- Collaborate with PEI directors to oversee program implementation and strategic initiatives for PreK-12 teachers, schools, and districts.
- Identify and facilitate needed professional learning and teaching materials for staff and consultants.
- Develop and support the FieldSTEM network including administrators, community collaborators, facilitators, and teacher leaders.

Regional Staff Management

- Recruit, select, onboard, and manage PEI regional coordinators, facilitators, and consultants to strengthen program implementation.

Funding and Grant Management

- Pursue and secure grants and earned income opportunities to support PEI's regional and statewide programming (including professional learning and teaching materials).
- Collaborate with PEI Directors to prepare and manage the annual program budget.

Program Evaluation and Reporting

- Participate in leadership of PEI's program evaluation and research efforts for continuous improvement.
- Prepare and deliver quarterly program and strategic plan reports for Board of Directors meetings.

Desired Qualifications:

- Bachelor's Degree and 3+ years of experience as a formal classroom educator, school district administrator, or equivalent lived experience
- Experience managing three or more employees
- Experience working with and leading adults; skilled in meeting and workshop facilitation
- Self-directed, takes initiative to follow through on plans and projects
- Professional, positive, creative, flexible
- Ability to work both independently and as part of a team
- Enthusiastic, committed to education, teachers, and students; works well with all people
- Experience in and commitment to justice, equity, diversity and inclusion
- Up to date on current initiatives in education, e.g., Washington State Learning Standards, Since Time Immemorial, Environmental and Sustainability Education standards
- Awareness of green economy sectors (natural resources, renewable energy, agriculture and food systems, outdoor recreation, environmental conservation)
- Ability to provide own transportation and proof of auto insurance coverage

Wages and Employment Information

This is a full-time position, 40 hours per week. Wages are \$34.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid personal, vacation, and sick leave, health, vision, dental, retirement and life insurance benefits.

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 scientific literacy and civic engagement by empowering people to make balanced, well-informed decisions for just and sustainable communities. PEI supports educators by specializing in professional learning and FieldSTEM implementation. 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://pacificeducationinstitute.org/>.