



JOB ANNOUNCEMENT: Community Leadership Institute Coordinator

APPLICATION DEADLINE: December 24, 2019 or until filled

Send resume and cover letter to jobs@pugetsoundsage.org; Subject: CLI Coordinator.

Puget Sound Sage is a dynamic regional organization dedicated to building power with people of color led organizations and our allies to reshape the economy and urban environment to benefit workers and the planet. Our growing organization is committed to ensuring quality jobs, affordable housing, shared prosperity, and environmental justice. Our campaigns and theory of change are rooted in racial justice, which for us means a deep commitment to supporting base-building organizations to provide research and analysis that wins innovative policy and supports building power in the region.

This position is ideal for a dynamic, mission driven individual with excellent attention to detail and initiative-taking skills. Puget Sound Sage is committed to the personal and professional development of our staff and can increase staff responsibilities based on interest and professional growth.

Position title: CLI Coordinator

Reports to: Leadership Director

Position type: full-time, hourly (non-exempt)

Start date: December 2019 / January 2020

Rate of Pay: \$20.20 to \$21.63 per hour, DOE

Location: Seattle, WA

POSITION SUMMARY

The CLI Coordinator supports the activities of the Community Leadership Institute program, and plays a key role in ensuring the long-term growth and sustainability of the program. Key responsibilities include program logistics; managing data and administrative information to achieve program priorities; supporting the Leadership Director in cultivating partnerships with facilitators, fellows, alumni, and boards and commissions.

RESPONSIBILITIES

Program Recruitment

- Assist program director to implement strategies/plan to recruit fellows to the CLI program – specifically, assisting with informational session logistics and sharing application link via social media.

Alumni Engagement

- Assist program director to manage quarterly alumni network programs for former CLI fellows to maintain sustained support as they sit on local boards and commissions.

Program Coordination and Administration

- Provide logistical assistance to program director to coordinate and facilitate all CLI meetings and trainings. Coordinate with allies, other governmental staff and local leaders to provide relevant skills building trainings to CLI fellows.
- Research and Identify strategic boards and commissions with openings to aid the assignment of fellows.
- Assist with graphical representation of program data in the form of policy or research briefs.

- Assist program director with program development, such as grant reporting, strategic planning, and evaluation of the program to ensure successful implementation of goals.

Organization Development & Administrative Systems

- Attend and actively participate in staff team-building, planning, trainings, meetings, and events, including weekly staff meetings, team meetings, evaluations, workshops, and retreats
- Participate in meetings and workshops to advance organizational commitment to racial justice, black liberation, and indigenous sovereignty
- Effectively utilize all financial and 501c3 related management systems (Examples include: time sheets, reimbursements, credit card expenses, etc.)

QUALIFICATIONS

The ideal candidate will be mission-driven, persistent, flexible, diligent with follow-through and have the ability to keep up with a fast-paced work environment. Specific requirements include the following:

- Demonstrated commitment to economic, environmental, and racial justice
- 1-2 years program coordinator experience
- Excellent follow-up and personal management skills
- Strong interpersonal skills with a preference for candidates with community, coalition or union organizing experience.
- Strong verbal and written communication skills
- Ability to work in a highly collaborative environment
- Strong knowledge in MS Word, Outlook, Excel, and Publisher (ability to use additional data presentation tools strongly preferred)
- Knowledge of local and regional policy related to transportation, housing, labor and environment preferred but not required

COMPENSATION

The pay rate for this position is between \$20.20 to \$21.63 per hour DOE. Overtime will be available upon approval. Full family health benefits, retirement contribution after one year of employment, generous vacation and personal time, and transit pass.

TO APPLY

To apply, email resume and cover letter to jobs@pugetsoundsage.org. Please use “CLI Coordinator” as the subject line, and address the cover letter to Eric Agyemang. In the body of your email, please let us know how you found out about the position, and label all submitted materials with your first and last name. This position is open until filled, but priority review will be given to candidates who have submitted their applications **by December 24th**. Applications received after that date may be reviewed in a second round. No phone calls please. Only applicants who are offered interviews will receive a response.

Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, black people, indigenous people, people of color, immigrants, LGBTQIA people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.