OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Program Co-coordinaator
Organization Name	All Girl Everything Ultimate Proram
Job Location	Jefferson community Center
Address	3801 Beacon Ave S Seattle WA 98108
Pay Rate	$9.19 - $15
Employment Period	Academic Year
Hours Per Week	Up to 19 hrs/wk
Contact Supervisor	Hana Kawai
Phone Number	206-498-1647
Email Address	hana@allgirleverything.org
Website	http://www.allgirleverything.org

Nature of Organization

AGE UP is a youth leadership program for teen girls in South Seattle. We use girls passion for Ultimate Frisbee as a hook to engage them in long-term intentional work developing critical awareness,leadership skills, positive identity and community.

NON PROFIT ORGANIZATION

Duties and Responsibilities

Program Co-coordinator will work collaboratively with multiple stakeholders including AGE UP youth participants, interns, adult volunteers, allies, community partners, funders and parents. Responsibilities include:
? Work closely with other Coordinator to run all elements of the girls program.
? Arrange scheduling, facilities, food prep, field trips, and supplies as needed.
? Coordinate Fall Outreach Tournament and other promotion efforts.
? Schedule guest facilitators for Leadership Workshops.
? Work with returning participants and Leadership Team to interface with the First Years, Returners, and Young Mens Leadership Project.
? Participate in the AGE UP Youth Board.
? Assist with program documentation and evaluation efforts.

Minimum Qualifications

? Passion for community-based youth empowerment work.
? Excellent organizational skills and keen eye for detail.
? Strong communication skills both written and oral.
? Progressive values and dedication to social justice.
? Comfort working with a wide variety of people and ability to understand different perspectives.
? Personal familiarity with South Seattle communities and proficiency in Tagalog, Ilocano, Vietnamese, Chinese, Spanish, Laotian, Cambodian is preferred but not required.

Educational Benefits

This placement offers the unique opportunity to work in a young, dynamic program that uses the sport and community of Ultimate Frisbee to support the empowerment of young people.AGE UP is based at Jefferson Community Center and is dedicated to serving low income girls of color in South Seattle. We operate with a critical anti-oppression analysis, strive to be intentional in everything we do, and also have lots of fun!

How to Apply

Email a resume and cover letter to info@allgirleverything.org.

Job Number: 75GIRL01 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%