

Work Study Job Description

Job Title	Program Coordinator
Organization Name	Great City
Job Location	United States
Address	PO Box 599 Seattle WA 98111
Pay Rate	\$15 - \$15
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Skye Schell
Phone Number	206-446-8981
Email Address	skyeschell@gmail.com
Website	http://www.greatcity.org

Nature of Organization

Great City is a strategic urban advocacy group that empowers communities, develops and advocates for key urban strategies, and brings together public and private professionals to discuss solutions to social, economic, and environmental challenges.

Duties and Responsibilities

The Program Coordinator is responsible for coordinating events, supplying fresh content to our website and social media, and coordinating new member recruitment.

- Maintain online communications (website and social media) with content in order to foster and participate in community conversations about our city.
- Work with Board of Directors to follow up with event attendees to grow membership.
- Perform other administrative work as needed , such as working with chair to set agenda, recording and sending out basic minutes from board meetings

Minimum Qualifications

- Knowledge of Seattle urban issues, especially in land-use, planning, development, environment and equity
- Self-starting and highly-motivated
- Proficiency with Microsoft Office, databases, and social media
- Excellent written and oral communication skills
- Ability to organize and manage diverse activities and set priorities
- Flexible, resourceful, and able to work well with limited direct supervision
- Bachelor's degree and/or two years' experience in event planning, membership development

Educational Benefits

Last year, Great City highlighted the South Lake Union rezone, Living Building Pilot Program, Pike/Pine Conservation Overlay, Metropolitan Parks District, Bicycle Master Plan, new Ship Canal transit crossings, district energy, “tactical” urbanism, a new citywide tree ordinance, America’s first public rooftop P-Patch, and more. The Program Coordinator works directly with top local policy experts, developing professional connections and learning about a wide variety of urban issues and processes.

How to Apply

To apply, send cover letter and resume to administrator@greatcity.org.

Job Number: 75GRCI01 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%