

**Recruitment Announcement:** Program Coordinator  
**Recruitment Closes:** Open until filled

**Job Description**

The Program Coordinator provides administrative support for the Program Department and is responsible for coordinating statewide educator professional development workshops and event/meeting logistics. This position is full-time and reports to the Program Director.

**Primary Responsibilities**

Workshop and Event Support

- Provide support and logistics for educator workshops and events/meetings
- Develop marketing materials; such as flyers, press releases and social media posts
- Manage online registration platforms
- Coordinate post-workshop procedures
- Manage participation in OSPI's WA State Approved Clock Hours Provider program
- Maintain a web-based calendar of workshops and events
- Create Salesforce reports as needed

Communications

- Implement PEI's program social media strategy
- Coordinate program related content for newsletters, annual reports, etc.
- Design program outreach materials

Administrative Support

- Provide administrative support to FieldSTEM Coordinators located across the state
- Provide logistical support for PEI travel
- Ensure compliance with record retention policies
- Maintain resource inventory
- Process orders and requests
- Share reception and telephone duties, provide administrative support as needed

**Desired Qualifications and Skills**

- At least 3 years of experience in program coordination with a strong emphasis in workshop/event/meeting logistics
- Experienced in marketing 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/logistics skills
- Excellent 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 position is 40 hour per week. Pay range is \$18.00 - \$20.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan that includes paid holidays, vacation/sick leave, health, vision, dental, retirement and life insurance benefits.

**To Apply**

Please apply by submitting a cover letter, resume and job application found at <http://bit.ly/36m5c7T> to Gail Kramer, PEI Finance and HR Director, [gkramer@pacificeducationinstitute.org](mailto:gkramer@pacificeducationinstitute.org), electronically or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. Applications will not be accepted in person and incomplete applications will not be considered.

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. We have a commitment to integrating diverse perspectives into our workplace culture and encourage our employees to bring their whole, authentic selves to work. We strive to create a diverse team that allows us to effectively connect to the communities we serve.

PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview. If we contact you for an interview, please be prepared to undergo a thorough background and professional reference check.

**About PEI:**

PEI empowers educators to advance scientific literacy by promoting equitable, outdoor, locally relevant, integrated, career connected, 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. More information at <https://pacificeducationinstitute.org/>.