

Southeast Seattle Education Coalition (SESEC)
Open Position: Program Coordinator

BACKGROUND: Schools in Southeast Seattle are not doing as well as schools in other parts of the city. The Southeast Seattle Education Coalition (SESEC), a collaboration of community based organizations, community activists, and other stakeholders, is working to improve schools in the Southeast. SESEC is launching the All Fives in Five (A515) Campaign, and the overarching goal is to get all schools in the Southeast to be a Level-5 School in 5 years (Level 5 is the highest level of quality, according to Seattle Public School's segmentation level rating system).

SESEC strategies include 1: Developing a strong membership base that includes community-based organizations, schools, and Seattle residents who are concerned about education in the Southeast. 2: Working collaboratively to develop a set of principles and strategies we believe will be effective in helping students in the Southeast. 3. Educating parents, students, and other community members about the challenges with education in the Southeast, and encouraging them to advocate to increase the quality of education in Southeast Seattle. 4: Direct advocacy to Seattle Public Schools, the City, and the State to improve the quality of education in Southeast Seattle.

This position will work closely with the Steering Committee members and will be housed at the SESEC's fiscal sponsor, the Vietnamese Friendship Association (7101 MLK Jr. Way S. #212, Seattle, WA 98118)

MAJOR RESPONSIBILITIES may include:

- A. Coalition building:
 - Build connections between community organizations, schools, parents, and students
 - Network and serve as liaison with other organizations and coalitions whose goals align with SESEC's goals
 - Recruit and orient members and allies
- B. Advocacy:
 - Support committees of SESEC to ensure they are effective in achieving their goals. (this is not clear)
 - Work with steering committee to develop a plan and organize advocacy efforts around the All Fives in Five campaign
- C. Communication, fund development, and outreach:
 - Develop a strategy to increase public recognition and support
 - Develop a newsletter, and other communications pieces to ensure a common message
 - Maintain communications between funders, partners, and community members
 - Maintain the SESEC website
 - Assist steering committee in identifying funding opportunities and writing grants
- D. Administration and management:
 - Coordinate logistics of meetings, including taking notes, reminding members of meetings, etc.
 - Recruit, engage, and evaluate other staff and volunteers, promoting organizational growth
 - Ensure compliance with existing grant contracts
 - Develop and manage budget

MINIMUM QUALIFICATIONS:

- 2+ years demonstrated experience in education, nonprofit management, organizing, or other relevant work
- Demonstrated excellence in organizational, managerial, and communication skills
- Demonstrated ability to increase the impact of an program, organization, or coalition
- Ability to work independently and as part of a team
- Demonstrated ability to work with diverse communities

PREFERRED QUALIFICATIONS:

- BA degree, preferably in public policy/administration, education, social work, or similar field
- Grantwriting/fundraising experience
- Solid knowledge of Southeast Seattle schools and communities
- Southeast Seattle residents and persons of color are strongly encouraged to apply

REPORTS TO: Chair of the Steering Committee

HOURS, TERM, STATUS, COMPENSATION: This is a part-time, temporary, non-exempt position of 20 hours per week. The term will be from January 2012 to December, 2012, with possibility of extension and increased hours depending on funding. The pay will be \$18 to \$22 per hour DOE. There will be no benefits.

TO APPLY: Email resume and cover letter to vu.le@vfaseattle.org by 5pm January 11th, 2012