**JOB OPPORTUNITY**

*We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.*

**Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.**

**This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients and students. Waivers are available for medical and religions exemptions.**

**Job Title:** Education, Environment & Community (EEC) Graduate Program Coordinator  
**Department:** EEC Graduate Program  
**Reports To:** Director of EEC Graduate Program  
**Classification:** Full-time/annual, Hourly/non-exempt  
**Work Schedule:** Monday through Friday; flexible - may include some nights and weekends  
**Work Location:** Bainbridge Island Campus; some remote work possible  
**Pay Rate:** $22.00 per hour  
**Benefit Package:** Full benefit package provided; health benefits 100% premium paid by IslandWood (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

**OVERVIEW:**

IslandWood’s mission is to provide exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The EEC Graduate Program Coordinator is a member of the graduate faculty, the liaison between graduate students and staff, and facilitates the ongoing partnership between IslandWood and the University of Washington.

**PRIMARY RESPONSIBILITIES:**

**Administration of Graduate Program (approx. 70% of Time)**  
- Oversees application process and coordinates selection process with support from EEC Director  
- Coordinates the scholarship program  
- Helps establish campus job opportunities for graduate students in conjunction with the HR Department  
- Supports graduate students regarding their graduate student housing and commons  
- Assists with scheduling of graduate program academic year  
- Serves as liaison with graduate students to address issues and concerns  
- Helps organize and facilitate training of graduate students  
- Manages marketing efforts in conjunction with the Communications team  
- Prioritizes recruitment of students representing diversity to graduate program  
- Facilitates the student loan process with support from IW Finance department and UW financial aid office  
- Works with IW graduate students to matriculate at the University of Washington  
- Support IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood  
- Demonstrate IslandWood’s core values that enable teams and individuals to succeed with shared respect and purpose; be welcoming, engaged, curious, accountable and adventurous
PRIMARY RESPONSIBILITIES: (continued)

Educational Program Delivery (approx. 30% of time)

- Mentors and advises graduate students
- Supports educational programs based on individual skills and program needs
- Creates and delivers training and classes in the graduate program, as needed
- Other duties as assigned by supervisor or created through individual initiative

REQUIRED QUALIFICATIONS:

- Master’s degree in education or a related field
- Demonstrated commitment to educational equity, environment, and social justice
- Effective project management skills; planning and organization
- Experience in teaching and assessing educational programs
- Effective teamwork skills and commitment to collaborative work
- Understanding of and experience in multicultural education
- Successful experience engaging with non-dominant communities
- Efficient with MS Office suite
- Commitment to support IslandWood’s work towards social justice, equity, diversity and inclusion in the workplace
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure; post-offer.

Application Requirements:

Please submit a cover letter, resume and two current references OR an Application for Employment to:

By email to: employment@islandwood.org and state “Search for EEC Coordinator” in the subject line.

By mail to: IslandWood, Search for EEC Coordinator, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: 11 June 2021
Application Deadline: Open until filled
Start Date: As soon as practical; July 2021

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

HR/JD/EEC Grad Program Coord 06.10.2021km POST