

Program Coordinator

Reports to Director of Fiscal Services

Full Time, Exempt Position

Based in Seattle, work from home and eventually move to hybrid model (equipment to be provided)

Seattle Parks Foundation is a 20-year-old nonprofit with a history of successful planning, organizing, advocacy, and fundraising on behalf of our city's public spaces. We want every resident of our city to be connected to safe and beautiful green spaces and have access to rich recreational opportunities that meet their needs and the needs of Seattle's growing and changing population. We also believe that access to parks and public spaces is a critical indicator as Seattle strives to become a more equitable city.

Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

The following are our core commitments as an organization:

- We listen to learn, work in partnership, and lift up others.
- We are committed to diversity, equity, inclusion, and justice. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture and examining our external role as an organization.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

JOB DESCRIPTION

The Program Coordinator will fulfill a critical role by supporting the Fiscal Sponsorship Program and being a main point of contact for fiscally sponsored partners and coordinating administrative back-end services for projects. A keen customer service mindset is needed for this job, as well as strong organizational skills and attention to detail. You will be successful in this role if you have experience with tracking data; utilizing excel and translating such information from internal systems to external partners. This position involves working diligently, independently, and enthusiastically as part of a team and meeting deadlines on multiple projects. We seek a candidate who will uphold the values of diversity, equity, inclusion, and justice and use them as a lens in carrying out work responsibilities.

Job Duties:

Customer Service Support

- Provide support and guidance to partner organizations by phone and email regarding general inquiries, processes, and procedures.
 - Assist with applications, initial inquiries, onboarding and offboarding of fiscal partners.
 - Coordinate and assist with surveys and feedback from fiscal partners.
 - Coordinate and assist in contract management process, insurance certificate process and provide guidance for partners throughout processes.
- Work with Partner team to coordinate event planning and logistics for fiscal partner events.
- Assist a portfolio of partners with navigating public agency grants, processing claims and assisting partners with expense processing. Create an orientation process for these partners. .

Program Support, Reporting and Data Tracking

- Support evaluation of programs and services by tracking metrics and compiling data for dashboards and reports.

- Assist and collaborate in developing guides and lead trainings for fiscal partners related to orientation, and changes to processes or systems.
- Coordinate with Partner team to create and roll out annual partner reporting.
- Coordinate fiscal partner donor and financial reports in a timely manner.
- Coordinate with Partner team to capture relationships and contact information in database.
- Review and edit partner resource documents on an ongoing basis or as needed.

The successful candidate will:

Center racial equity. As a coordinator, you are keenly aware of the power representation and relationships and are comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms and understand the historical context for racial inequity and its present-day implications. The ideal candidate understands that everyone is on a racial equity journey and learning and teaching is a constant part of this process.

Be relationship-oriented and embrace collaboration. You build rapport and trust with others; are enthusiastic about engaging with people, are responsive, and listen closely. You get back to people in a timely manner and take pride in providing clear, helpful information.

Be thoughtful and follow through on commitments. Communicate clearly, honestly, and openly. If you cannot keep a commitment, explain why in advance. Ask for what you need.

Be a clear and compassionate communicator. You communicate well with others, including sharing context and asking questions to understand others' perspectives.

Produce compelling written and digital materials. You aim for accuracy and attention to detail. You organize and share information effectively — whether writing an internal email or delivering a presentation or training.

Proactively learn new tools. You adjust and learn in an environment with ever-changing technology.

Primary Qualifications

- A strong commitment to racial equity and anti-racism, and continuous learning.
- Ability to develop and maintain professional relationships with a variety of people.
- Comfortable working in a team environment, with external stakeholders and community members.
- The ability to prioritize, manage and coordinate multiple tasks, in an evolving environment.
- Experience with evaluating data, creating reports, and using spreadsheets to track information.
- Comfortable or able to learn to work in digital content management systems and online databases.
- Familiarity with and interest in parks, trails, public space, and the environment.

COMPENSATION AND BENEFITS

- Annual Salary Range Starts at \$50,000/year.
- Personal Time Off (PTO) accrual per hour depending on FTE (Ex: year one FTE 100% = 24 days per year).
- 100% employer-paid platinum-level medical insurance. Dental insurance (beginning in October 2021).
- Wellness program and Lifecare employee assistance program
- 2% non-elective employer contribution to Simple IRA retirement plan.

To apply, please submit a resume and a cover letter to info@seattleparksfoundation.org. Position open until filled.

Seattle Parks Foundation is an Equal Opportunity Employer that values and prioritizes diversity, equity, inclusion, and justice. Recruiting and mentoring staff to create an inclusive organization that reflects our values is a priority and we encourage applicants from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.