



Making language and culture education available to all Montanans

Job Title:	Program Coordinator-Small Groups & Summer Camp	Job Category:	Coordinator
Department/Group:	Programs	Job Code/Req#:	WLI-PCII
Location:	Bozeman, Montana	Travel Required:	Minimal
Level/Salary Range:	Hourly Staff; \$25	Position Type:	Part-Time, .25 FTE
HR Contact:	Ann Swann	Date Posted:	Sept. 1, 2023
Will Train Applicant(s):	Yes	Posting Expires:	Open until filled; Start date of Oct. 2023

Program Coordinator Reports to: WLI Program Manager - Small Groups and Summer Camps.
Hours: up to 10 hours/week; occasional weekend and evening hours required based on seasonality
Rate of Pay: Staff hourly \$25 per hour – overtime only if pre-approved
Benefits: Flexible hours, some remote work available. Annual unpaid time off for 3 weeks of August. No health or other benefits offered for the position at this time
Location: Certain duties conducted in-person at WLI's office space (Emerson Cultural Center, 111 S. Grand Ave., Bozeman, MT); option to work remotely up to 50% of time
Annual Contract: Maximum of \$11,000 - \$12,250 annual 44-49-week position (October 1, 2023 -August 2, 2024). Annual unpaid time off for 3 weeks during the month of August for office-wide closure. Time off at staff discretion during school winter and spring break holidays. Other time off must be approved by the Director of Programs.

Submit Cover Letter & Resume to:	Tanya Hauwiler tanya.hauwiler@wlimt.org	Apply By:	September 30, 2023
Reviewed By:	Executive Director, Director of Programs	Date:	August 30, 2023
Approved By:	Executive Director	Date:	August 30, 2023

Job Description

ROLE AND RESPONSIBILITIES

Under the supervision and support of the Program Manager, assist with the coordination of Small Group, In-School Day, and Summer Camp language & culture education programs as follows:

- Update and manage a program schedule for fall, spring, and summer terms for all programs

- Create and manage registration for programs using Corsizio platform, including class rosters, promo codes, reminder emails, waitlists, payment and refunds
- Create, update, and share program rosters with program educators
- Assist in updating budgets and tracking expenses for programs
- Manage and disseminate program evaluations for each program; condense and share responses as appropriate
- Manage and monitor shared teaching materials; refill and fulfill requests for materials within the confines of allocated budget
- Assist in the placement of Language Coaches in all assigned programs
- Work with MSU, Bozeman High School, and other partners to coordinate placement of Language Teaching Assistants (TAs), volunteers, and tutors in programs, as appropriate
- Create, share, and organize Coach contracts, TA contracts, tutor contracts, and volunteer expectation forms
- For in-person, off-site classes, coordinate with relevant entities to understand and formalize requirements of location usage. Communicate relevant details to Language Coaches and parents/participants as needed.
- In collaboration with the Program Manager, connect with community partners for outreach and program development purposes, with a specific focus on developing opportunities for low/no-cost programming

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Passion for multilingual education; alignment with WLI-MT's mission and vision
- Desire to work in fast-paced, non-profit environment with a strong commitment to program deliverables
- Bachelor's Degree
- Solid written and verbal communication skills
- High degree of organization and attention to detail
- Team approach: a proven desire to work collaboratively within and across teams
- Startup mindset: ability to think creatively and help bring pilot projects into sustainability
- Proficient with technology; ability to learn new technology easily
- Able to work both independently and collaboratively within a team

PREFERRED SKILLS

- Professional experience in program coordination
- Proficiency in more than one language
- Experience in language education
- Experience in non-profit organization(s)

World Language Initiative - Montana (WLI-MT)

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