



Making language and culture learning available to all Montanans

Job Title:	Program Coordinator-BELLA Summer Camp	Job Category:	Coordinator
Department/Group:	Programs	Job Code/Req#:	WLI-PC
Location:	Bozeman, Montana	Travel Required:	Minimal
Level/Salary Range:	Hourly Staff; \$23	Position Type:	Part-Time, Seasonal
HR Contact:	Ann Swann	Date Posted:	Oct. 17, 2023
Will Train Applicant(s):	Yes	Posting Expires:	Open until filled; Start date February 1, 2023

Supervisor: WLI BELLA Program Manager (until hired; during interim, reports to Director of Programs)

Hours: average of 10 hours/week during academic year with increase during 5-week Summer Camp delivery to 20 hrs/week) not to exceed 400 hours total during the period February - September 2024; occasional weekend and evening hours required based on seasonality. Primary work hours and availability between 9 am and 5 pm Monday through Friday.

Rate of Pay: Staff hourly @ \$23 per hour – overtime only if pre-approved.

Benefits: Flexible hours, some remote work available. Annual unpaid time off for the month 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 at WLI's office as needed

Annual Contract: Up to \$9,200 for short-term 7-month position (Up to 400 hours February - September 2024). Unpaid time off at staff discretion during Winter school and Spring break holidays. Other time off must be approved by the Director of Programs.

Submit Cover Letter & Resume to: Kristina Allison, Director of Programs, kristina.allison@wlimt.org

Job Description

ROLE AND RESPONSIBILITIES

Under the direction of the BELLA Program Manager, coordinate identified aspects of the BELLA Summer Camp 2024 delivery, including but not limited to the following:

- Work with community partner to arrange and formalize donations and enrichment partnerships for the program
- Manage logistics for BELLA summer camp site use
- Manage enrollment of students and communications with families
- Work with BELLA Lead Coach to establish appropriate training for summer camp coaches and volunteers
- Assist in creating budgets, tracking expenses, collecting data and reporting on outcomes for programs
- Manage and disseminate program evaluations for each program; condense and share responses as appropriate

- Manage and monitor teaching materials; refill and fulfill requests for materials within the confines of allocated budget
- Assist with program team hiring as need, including posting and advertising vacancies and job descriptions and collaborating on interview process
- Create, share, and organize contracts for all program staff and volunteers
- Meet and communicate regularly with program staff
- Manage regular, systematic communications with families, volunteers, coaches and community partners

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
- Professional-level proficiency in Spanish and English

PREFERRED SKILLS

- Professional experience in program coordination
- Experience in language education
- Experience in non-profit organization(s)

** We acknowledge that some candidates, especially those from underrepresented population sectors, may not feel their professional experience and skill-sets are a perfect match for this role. Please apply if you are passionate about this work and/or our mission calls to you. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. We are proud to be an equal opportunity workplace, and encourage all to apply.*

Reviewed By:	Executive Director, Program Director	Date:	October 17, 2023
Approved By:	Executive Director	Date:	October 17, 2023

World Language Initiative - Montana (WLI-MT)

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