



*Making language and culture learning available to all Montanans*

<b>Job Title:</b>	Program Coordinator II	<b>Job Category:</b>	Coordinator
<b>Department/Group:</b>	Programs	<b>Job Code/Req#:</b>	WLI-PC
<b>Location:</b>	Bozeman, Montana	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	Hourly Staff; \$22 - \$25/hr DOE	<b>Position Type:</b>	Part-Time: 20 hours / week
<b>HR Contact:</b>	Elizabeth Williamson	<b>Date Posted:</b>	June 10, 2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open until filled; Start date of Sept. 1, 2022

**Program Coordinator Reports to:** WLI Program Manager

**Hours:** 20 hours/week; occasional weekend and evening hours required based on seasonality

**Rate of Pay:** Staff hourly @ \$22-\$25 per hour (DOE) – 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 remotely up to 50% of time

**Annual Contract:** Annual 11-month position (September 1 - July 31st) due to annual office closure during month of August

<b>Job Description</b>
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>In partnership and collaboration with WLI Team, coordinate Small Group and Summer Camp language &amp; culture education programs as follows:</p> <ul style="list-style-type: none"> <li>• Update and manage a program schedule for fall, spring, and summer terms for all programs</li> <li>• Create and manage registration for programs using Corsizio platform, including class rosters, promo codes, reminder emails, waitlists, payment and refunds</li> <li>• Create, update, and share program rosters with program educators</li> <li>• Manage logistics for summer camp off-site use in partnership with City of Bozeman and Bozeman School District</li> <li>• Work with WLI Lead Coaches to establish appropriate training for summer camp programs</li> <li>• Budget for and manage scholarships for classes</li> <li>• Assist in creating budgets and tracking expenses for programs</li> <li>• Manage and disseminate program evaluations for each program; condense and share responses as appropriate</li> <li>• Manage and monitor shared teaching materials; refill and fulfill requests for materials within the confines of allocated budget</li> </ul>

- Work with Lead Coaches to coordinate 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 (such as at the Story Mansion for Summer Camps or BSD7 schools), coordinate with relevant entities to understand and formalize requirements of location usage. Communicate relevant details to Language Coaches and parents/participants as needed.
- Post and advertise Language Coach and Tutor vacancies and job descriptions as needed
- Manage communications related to program coordination as follows:
  - Work with Communications Coordinator to share info/details for advertising (fall, spring, and summer programming)
  - Communicate with volunteers and TAs as needed
  - Communicate and/or meet with core staff and coaches as needed
  - Manage regular, systematic communications with students, parents, and coaches

#### **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)

Submit Cover Letter & Resumé to:	Elizabeth Williamson, <a href="mailto:info@wlimt.org">info@wlimt.org</a>	Apply By:	Applications accepted beginning June 15th, position open until filled
Reviewed By:	Executive Director, Program Manager, & Current Program Coordinator	Date:	June 10, 2022
Approved By:	Executive Director	Date:	June 10, 2022

\* 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, even if you are on-the-fence or wondering whether you should apply. 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

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#### **World Language Initiative - Montana (WLI-MT)**

111 South Grand Avenue, Room 202 Bozeman MT 59715

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identity or expression, or veteran status. We are proud to be an equal opportunity workplace, and encourage all to apply.

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