



Making language and culture learning available to all Montanans

Job Title:	Big Sky Program Coordinator III	Job Category:	Coordinator
Department/Group:	Programs	Job Code/Req#:	WLI-PCIII
Location:	Big Sky, Montana	Travel Required:	Minimal
Level/Salary Range:	Hourly Staff; \$27-30/hour DOE	Position Type:	Part-Time: 5 -15 hours/ week
HR Contact:	Kristina Allison (kristina.allison@wlimt.org)	Date Posted:	January 26, 2023
Will Train Applicant(s):	Yes	Posting Expires:	Open until filled; Start date: 1 March 2023

Program Coordinator Reports to: WLI Program Director

Hours: 5-15 hours/week (with the majority of the work centering around 2 sessions of program delivery: April-May and Oct-Nov) ; regular weekend and evening hours required based on program schedule; Total hours March - December 2023 not to exceed 275.

Rate of Pay: Staff hourly \$27-30 per hour – overtime only if pre-approved

Benefits: Flexible hours, some remote work available. Unpaid break in duties over the summer in accordance with program schedule; No health or other benefits offered for the position at this time

Location: Certain duties conducted in-person at BASE in Big Sky in order to oversee in-person programs; otherwise, majority of work can be conducted remotely; occasional travel to Bozeman for all-staff meetings required; Only local candidates will be considered for this position.

Annual Contract: March - December 2023 for pilot year. Unpaid break in duties over the summer in accordance with program schedule and annual office closure in August. Time off at staff discretion during Winter school and Spring break holidays. Other time off must be approved by the Director of Programs.

Job Description

ROLE AND RESPONSIBILITIES

In partnership and collaboration with WLI Team, coordinate Adult English Classes and Spanish classes for youth and/or adults in Big Sky as follows:

- Conduct needs assessment for community interest in Spanish language classes (youth vs. adult); make programming recommendations and plans based on community needs
- Post and advertise Language Coach and Tutor vacancies and job descriptions as needed
- Lead hiring and onboarding processes for language coach(es) and volunteers; coordinate placement of Language Coach(es) and volunteers in all assigned programs
- Advertise programs and manage enrollment of students
- Adapt language usage (Spanish vs. English) based on target audience

- Update and manage a program schedule for online adult EL classes and in-person Spanish (youth or adult) classes
- Coordinate with and communicate directly with BASE to establish use of facility for in-person programming; collaborate on marketing/promotional materials for the program
- 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
- Coordinate, attend and facilitate weekly in-person tutoring sessions for Adult English learners
- 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
- Create, share, and organize Coach contracts, TA contracts, tutor contracts, and volunteer expectation forms
- Manage communications related to program coordination as follows:
 - Work with Resource Development and Communications Coordinator to share info/details for advertising for all sessions
 - Communicate with staff, coaches and volunteers as needed
 - Communicate and/or meet with core staff as needed
 - Manage regular, systematic communications with participants, parents (if applicable), and coaches

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Passion for multilingual education; alignment with WLI-MT’s mission and vision
- High level of proficiency in English and Spanish
- Solid written and verbal communication skills in both English and Spanish
- Desire to work in fast-paced, non-profit environment with a strong commitment to program deliverables
- High degree of organization and attention to detail
- 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
- Experience providing language instruction or tutoring experience
- Bachelor’s Degree

PREFERRED SKILLS

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

World Language Initiative - Montana (WLI-MT)

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