



Making language and culture learning available to all Montanans

Job Title:	Program Coordinator	Job Category:	Coordinator
Department/Group:	Programs	Job Code/Req#:	WLI-PC
Location:	Bozeman, Montana	Travel Required:	Minimal
Level/Salary Range:	Hourly Staff; \$22 - \$25/hr DOE	Position Type:	Part-Time: 25-30 hours / week
HR Contact:	Elizabeth Williamson	Date Posted:	November 15, 2021
Will Train Applicant(s):	Yes	Posting Expires:	Open until filled

Program Coordinator Reports to: WLI Program Manager

Hours: 25 - 30 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

Job Description
<p>ROLE AND RESPONSIBILITIES</p> <p>In partnership and collaboration with WLI Team, coordinate Small Group and Summer Camp (including BELLA) programs as follows:</p> <ul style="list-style-type: none"> ● 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 ● Manage logistics for summer camp off-site use in partnership with City of Bozeman and Bozeman School District ● Work with WLI Lead Coaches to establish appropriate training for summer camp programs ● Budget for and manage scholarships for classes

- Assist in creating 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
- 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
- Post and advertise Language Coach and Tutor vacancies and job descriptions as needed
- Manage communications related to program coordination as follows:
 - Work with Resource Development and 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, info@wlimt.org	Apply By:	Applications accepted beginning November 15th, position open until filled
Reviewed By:	Executive Director, Program Manager, & Current Program Coordinator	Date:	November 15, 2021

World Language Initiative - Montana (WLI-MT)

111 South Grand Avenue, Room 202 Bozeman MT 59715

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Approved By:	Executive Director	Date:	November 15, 2021
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* 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 identity or expression, or veteran status. We are proud to be an equal opportunity workplace, and encourage all to apply.

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