Wa Na Wari
Coordination Assistant

About Northwest Folklife:
Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. As a cultural arts & heritage organization, we are extremely committed to equity, diversity and inclusion. Therefore, we seek candidates who offer relevant skills and knowledge with diverse cultural perspectives, grounded in the desire to serve community. This is internship will be hosted at Wa Na Wari, in collaboration with NWFL.

Overview:
The Coordination Assistant has a key role assisting Wa Na Wari’s community engagement and relations. The Coordination Assistant will assist with coordination of programs held by Wa Na Wari. This role will require community presence, cultural focus, travel, and an infinity for community building. This role is key to successful program coordination.

<table>
<thead>
<tr>
<th>REPORTS TO:</th>
<th>Wa Na Wari staff &amp; Cultural &amp; Creative Workforce Development Manager</th>
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<tbody>
<tr>
<td>DIRECT REPORTS:</td>
<td>N/A</td>
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<tr>
<td>HOURS:</td>
<td>15 Hrs/Wk)</td>
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<tr>
<td>COMPENSATION:</td>
<td>$15.75 hrly</td>
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*As the Wa Na Wari Coordination Assistant, you must assist in the coordination of interviews, event planning, programming and work schedule flexibility if necessary. Individuals must be willing to commute in between both sites. Scheduling for this position will be negotiated by Wa Na Wari staff.

Coordination Assistant Responsibilities with Wa Na Wari:

- Scheduling virtual meetings, events, and community outreach.
- Writing donor letters
- Greeting guests and assisting them with online services offered
- Assisting in coordination, facilitation, planning of events, and corresponding with potential partners.
- Outreach and recruitment duties, work as a community liaison for Wa Na Wari.
- Virtual programming assistance and procurement duties.
- Design and Marketing duties.

www.nwfolklife.org  ·  folklife@nwfolklife.org  ·  (206) 684-7300
• Manage Wa Na Wari’s social media accounts.
• Other duties as assigned.

Coordination Assistant Responsibilities with NWFL:
• Complete Internship experience surveys
• Attend bi-weekly check-in (in person or virtual)
• Other duties as assigned.

Qualifications & Skills:
• Demonstrated success in customer service and cultivating relationships with diverse populations
• Strong organizational skills and attention to detail
• Experience with MS Office, G-Suite applications, and task management software.
• Willingness and ability to learn new software, systems, and procedures; familiarity with office machines.
• Open to a flexible schedule.
• Ability to prioritize, meet deadlines and maintain high quality outcomes for multiple projects
• Ability to work under pressure efficiently with a positive attitude
• A passion for: Arts and culture, promoting cultural exchange, and community-building
• Demonstrated understanding for equity as a framework for (re)developing systems a plus
• This position may be required to lift, pull, and/or carry objects up to 25lbs.
• Final candidates will be subject to a background check

To Apply:
Interested candidates can send a resume and introductory statement describing their interest and skills (no more than 2 - 3 paragraphs) to internships@nwfolklife.org. Applicants are requested to submit no later than May 22, 2020. When applying please put the subject line as: Wa Na Wari Coordination Assistant.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife’s vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.