

Position Announcement
WILD PROGRAM ASSISTANT

Position Title: WILD Program Assistant
Position Type: Part-time (20 hours/week) position; partial medical/dental benefits
Supervisors: WILD Program Manager
Salary: \$15/hour
Start Date: October 16, 2017

About the WILD Program

The **Wilderness Inner-city Leadership Development (WILD) Youth Program** fosters environmental and civically engaged leadership among youth of color, ages 14-19. WILD develops leadership through outdoor service learning field trips, academic support, community projects with a social and environmental justice focus, and intergenerational programs with community elders. Since our inception in 1997, WILD has served over 800 primarily low-income, Asian and Pacific Islander (API) immigrant and refugee youth.

The WILD program follows a model that provides opportunities for wilderness and inner city environmental education and leadership skills development through three main program areas: community building, intergenerational engagement, and experiential learning.

- **Community Building:** WILD provides opportunities to participate in various community service projects that address community needs. Weekly youth groups meet to lead neighborhood projects related to environmental justice, neighborhood revitalization, food justice, public health, and more.
- **Intergenerational Engagement:** WILD nurtures positive relationships among elders and youth through multi-lingual and culturally responsive intergenerational outreach, field trips & programming. We have intergenerational field trips with community elders to national forests to provide non-English speaking elders with an accessible outdoor experience for which youth serve as interpreters and guides.
- **Experiential Learning:** WILD's environmental education and outdoor field trips provide exposure to the natural environment for youth who ordinarily would not have the opportunity to explore regions outside of their local urban communities due to financial or cultural barriers. Our six week-long summer programs serve youth ages 14-15 and 16-19 respectively. Each program focuses on a particular environmental theme and includes camping trip(s) and opportunities for youth to serve as peer mentors and leaders.

Essential Duties:

Administrative

- Collect and track data for program reports including monthly, quarterly and annual reports to be submitted as per the contracts with funding agencies
- Process invoices for payment, enter budget line items, and monitor budgets and grants
- Enter and manage data for new program registrants and ensure all registration documents have been submitted and filed securely
- Edit, update, and proofread online registration forms as needed

Outreach & Marketing

- Act as liaison between schools and WILD; schedule times for the WILD Program Coordinator to visit schools for recruitment
- Design marketing materials for programs or special community events and arrange for translations as needed
- Update website with new content quarterly or on an as needed basis

Program Support

- Support youth program group meetings, workshops and special projects in collaboration with Manager, Coordinator, other InterIm staff and interns
- Other duties as assigned.

Minimum Qualifications:

- Operate from a strong social, racial, gender and economic justice framework
- Exceptional organizational skills
- Quick learner with ability to manage and/or improve operational systems
- Strong attention to detail and excellent follow-through
- Ability to take direction from multiple staff members
- Proficient at using Microsoft Word, Excel, Google Drive and SurveyMonkey
- Experience with and enjoys working with any of these groups: high-school aged youth, students learning English as a Second Language, and/or Asian and Pacific Islanders
- Demonstrated dependability & responsibility; works well both independently and collaboratively; able to quickly adapt to program needs with flexibility
- Willingness to learn and have fun; must have strong people skills
- Experience or interest in facilitation of small groups and/or workshops
- Must clear a multi-state background check

Preferred Qualifications:

- Proficient in setting up and managing cloud-based databases
- Experience working with and cultural understanding of youth from diverse backgrounds including: immigrant, refugee, and different cultural and socioeconomic backgrounds
- Have a valid Washington State driver's license, clean driving record, and willingness to drive large vehicles (12-passenger vans, SUVs, mini-vans)
- Certified in Wilderness First Aid and CPR or willing to obtain those certifications
- Knowledge or experience with working in a leadership development model
- Bi- or multi-lingual skills, preferably in Somali or an East African language
- Position requires occasional physical activity

To apply:

Please send a resume and cover letter with a list of three references to wild@interimicda.org with the subject line "WILD Program Assistant Position". Please submit your application materials by Sunday, October 8, 2017.