



WASHINGTON  
**POLICY CENTER**  
**Job Description**

*Young Professionals Coordinator*

Washington Policy Center (WPC) is a non-profit, independent public policy think tank that works to improve the lives of Washington state's citizens by providing accurate, high-quality and innovative solutions for policymakers, the media and the general public. We have a staff of 20, an annual budget of \$3.5 million, and offices located in Seattle, Olympia and Eastern Washington. We hold approximately 50 events per year ranging from exclusive gatherings of 20-30 people to conferences and lunches for 200-400 and our annual fundraising gala, the Annual Dinner, with over 2,500 attendees.

WPC's Young Professionals (YP) group works to engage, educate and empower the next generation of free-market leaders in Washington state. WPC is the only state-based think tank in the country with a formal young professionals program. Formed in 2010, the group is led by an active, 15-member advisory board made up of young business and community leaders. We have an email outreach list of over 1,500 people in their 20s and 30s who receive WPC research and policy updates. WPC's Young Professionals also has four student-run, college campus clubs at the University of Washington, Washington State University, Seattle University and Gonzaga University.

The Young Professionals Coordinator position offers a great opportunity to gain experience in a high-profile, non-profit environment. The position is ideal for a recent graduate or someone with 1-2 years experience in office administration, event management or program management and someone who enjoys organizing and managing events, and can work well independently and as part of a team. The Young Professionals Coordinator works closely with and reports to the Communications Director and also works with the Events Manager, Development team and President of the organization.

**Key Responsibilities:**

- Manage and coordinate WPC's Young Professionals advisory board including scheduling and planning for quarterly board meetings and committee meetings and working closely with the YP Chairman, Vice-Chairman and committee chairs on the three-year strategic plan for 2017 – 2019.
- Coordinate WPC's 10 Young Professional events annually which range from statewide debates to social networking events and a Young Professionals Annual Dinner.
- Manage the Young Professionals Annual Dinner which attracts over 300 YPs and college students annually and held on the same night as WPC's Annual Dinner in Bellevue. Tasks include coordination of program, speakers, participants and ballroom seating. The YP Coordinator also works to solicit and organize event sponsorships.
- Manage WPC's expanding college campus clubs at University of Washington, Seattle University, Washington State University and Gonzaga University, working closely with club presidents and other student members to coordinate campus events.
- Coordinate annual campus events with WPC's college campus clubs, working closely with club officers.
- Launch and manage WPC's new Mentorship Program, working closely with Young Professional members, Young Professional Advisory Board members, WPC donors and WPC board of directors.
- Manage the Young Professionals annual operating budget, including a revenue and expense budget.

- Work closely with WPC's development team on fundraising efforts for the YP program, including, but not limited to event fundraising and young professional memberships.
- Work closely with WPC's communications team to create print and online tools related to the YP group as well as draft and release WPC's monthly e-newsletter, *The INK: IN the Know* and participate in WPC's new podcast.
- Manage WPC's Young Professionals social media content on Facebook, Instagram and LinkedIn.

**Key Requirements:**

- Understand and support our mission to promote free-market solutions through research and education in Washington state
- Organization skills and attention to detail
- Interest or experience in event management
- Able to manage multiple tasks and projects at once
- Familiarity with Microsoft Office products including Word and Excel
- Proficient writing skills
- Some in-state travel
- Data entry using The Raiser's Edge database

**Details/Benefits:**

- Start date: As soon as possible
- Full time: Hours: 8:30-5:00pm, M-F (some evenings for scheduled events)
- Must work out of WPC's Seattle office
- Vacation: 2 weeks paid (after 3 months)
- Holidays: 10 paid holidays a year
- Benefits: 90% employer-paid health (medical/dental/vision) insurance
- Salary: \$35,000 - \$38,000 DOE

**To apply, please submit a resume and cover letter to:**

Kristin Ellis at [kellis@washingtonpolicy.org](mailto:kellis@washingtonpolicy.org)

No phone calls please.