



Job Description

Young Professionals Coordinator

The **Young Professionals Coordinator** position at Washington Policy Center offers a great opportunity to gain valuable experience in administrative responsibilities, event planning, policy research, coordination of YP and college club activities, and development in a high-profile, non-profit environment. Based in WPC's Spokane office, the YP coordinator works closely with, assists, and reports to the Young Professionals Director. This position, in coordination with the YP Director, runs WPC's Young Professionals activities in Eastern Washington; manages all college club outreach; and manages the YP Mentorship program, among other responsibilities. This is a full-time position (40 hours/week).

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 statewide staff of 20 people, an annual budget of more than \$4 million, and offices located in Seattle and Spokane. We hold approximately 50 events per year ranging from exclusive gatherings of 15-30 people; to conferences and lunches for 200-500; and our annual fundraising gala, the Annual Dinner, with more than 2,500 attendees statewide.

WPC's Young Professionals (YP) program exists to positively influence young Americans, ages 18-40 years of age across Washington state. Formed in 2010, the group is led by an active, 15-member advisory board made up of young business and community leaders. We have more than 2,000 YP's attend our events annually and serve 3,000+ YP's statewide and nationally. With the need for the positive outcomes that free individuals and free markets can deliver, the YP program is designed to educate, engage, and empower a statewide community of YP's through events, digital content, partnership with related organizations, and research provided by the Washington Policy Center. 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.

Key Responsibilities:

- Work closely with YP Director to execute newly developed three-year strategic plan
- Manage Customer Relationship Management (CRM) system for YP events, College Clubs, and YP Mentorship Program
- Manage all Young Professionals College Clubs, working closely with club officers to coordinate campus events, outreach, and officer recruitment
- Coordinate YP Mentorship program
- Manage YP Book Club logistics
- Manage Spokane Steering Committee & Communications
- Coordinate logistics, marketing materials, and communications for EWA YP events
- Maintain an inventory of YP supplies in the EWA Office
- Occasional writing and editing of original copy for publications, blogs, website and/or promotional use
- Work with YP Director to improve and broaden YP's overall presence across Eastern Washington
- Cultivate new and current EWA relationships with YP members and community partners
- Occasional writing / research assistance on local government, agricultural and government reform issues in Washington state
- Assist YP Director and WPC's development team on fundraising efforts for the YP program, including, but not limited to, event fundraising and direct mail
- Work with YP Director to plan and execute Washington Policy Center's YP strategic communications efforts
- Perform duties within Raiser's Edge including, but not limited to, processing event registrations, logging new members, notes, stewardship, solicitations, and updating member info

- Support the YP Director in managing member development and stewardship
- Work closely with YP Director on membership renewal process(es)

Key Requirements:

- Understand and support WPC's mission to promote free-market solutions through research and education in Washington state
- Some event planning background is preferred
- Computer literate and proficient using Microsoft Office Suite
- High level of organization and attention to detail and the ability to manage and prioritize multiple projects
- Ability to work occasional evenings and weekends
- Must exhibit sound judgment in confidential matters
- Interest in working in an ever-changing environment with the commitment to grow and desire to work hard to create new and outstanding results
- Ability to interact well with staff, donors, and guests in-person and via email and over the phone
- Skills in videography, podcasts (including production and editing), and graphic design are a plus but not required

Details/Benefits:

- Preferred start date: August 2022 or sooner
- Hours: Full-time, 8:30am-5:00pm, Monday-Friday, occasional evenings/weekends for events
- Location: This position works out of WPC's Spokane Office
- Compensation: DOE within position range of \$40,000 - \$48,000
- Health Insurance: 90% employer-paid health insurance (medical/dental/vision) for employees
- Flexible Spending Account (FSA) – for pre-tax medical and dependent care expenses
- 401(k) retirement with company match
- Vacation: 2 weeks paid, 11 paid holidays/year
- Sick/Safe Leave: 2 weeks/year
- Costco Membership

To apply:

Using the subject line "YP Coordinator Position," submit your resume and cover letter to Marissa Gaston, Young Professionals Director, at mgaston@washingtonpolicy.org

Your cover letter should include the following:

- 1.) Your experience and why you are a good fit for the position**
- 2.) Your available start date**
- 3.) Your salary requirements**