



Job Description

Young Professionals Coordinator

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, events, or program management. The Young Professionals Coordinator works closely with and reports to the Young Professionals Director and also works with the Events Manager and Communications and Development Team. This is a full-time position based in our Seattle office.

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 22, an annual budget of over \$4 million, and offices located in Seattle, Olympia, Spokane, and the Tri-Cities. 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 over 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, 14-member advisory board made up of young business and community leaders. We have over 2,000 YP's attend our events annually and serve over 3,000 YP's state-wide. With the idea and intrigue of socialism on the rise, 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. We offer a viewpoint that the education system and media are no longer providing, so that better public policy can be enacted to improve people's lives in our state. We do this by building bridges and fostering communities that encourage civil discussion through solutions-oriented policy. WPC's Young Professionals also has five student-run, college campus clubs at the University of Washington, Washington State University, Seattle University, Gonzaga University, and University of Puget Sound.

Key Responsibilities:

- Work closely with YP Director to execute newly developed three-year strategic plan for 2020 – 2022.
- Manage Customer Relationship Management (CRM) system for YP events, College Clubs, and YP Mentorship Program,
- Manage Young Professionals College Clubs at University of Puget Sound, University of Washington, and Seattle University, working closely with club officers to coordinate campus events and outreach.
- Work with EWA Coordinator to manage Washington State University and Gonzaga Clubs growth and events.
- Coordinate logistics, marketing materials, and communications for WWA YP events (around 10 events).
- Work with WPC's communications team to create WWA YP social media event content on Facebook and Instagram, organize podcasts and assist with website work.
- Cultivate relationships with WWA members and community partners.
- 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.

Key Requirements:

- Experience (1–2 years) in event planning, office administration, or program management
- Understand and support WPC’s mission to promote free-market solutions through research and education in Washington state
- High level of organization and attention to detail and the ability to manage and prioritize multiple projects
- Ability to work occasional evenings, weekends, and some in-state travel
- Must have reliable transportation method (car preferred)
- Interest in working in an ever-changing environment with the commitment to grow rapidly and desire to work hard to create new and outstanding results
- Ability to interact well with staff, donors, and YP members in-person and via email and over the phone
- Must exhibit sound judgment in confidential matters
- Familiarity with social media platforms
- The ability to read and write proficiently in English
- Ability to write engaging-educational content
- Familiarity with Microsoft Office products including Word and Excel

Details/Benefits:

- Preferred start date: Jan. 2020
- Hours: Full-time, 8:30am-5:00pm, Monday-Friday, occasional evenings for events
- Location: This position works out of WPC’s Seattle Office – 3404 4th Avenue South, Seattle 98134
- Compensation: DOE
- Health Insurance: 90% employer-paid health (medical/dental/vision) insurance
- Flexible Spending Account (FSA) – for pre-tax medical and dependent care expenses
- 401 (k) retirement: eligible after first year, matching vests after second year
- Vacation: 2 weeks paid (after 3 months), 11 paid holidays a year
- Sick/Safe Leave: 2 weeks/year
- Free and convenient office parking
- Costco Membership

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

Miranda Hawkins, Young Professionals Director, mhawkins@washingtonpolicy.org

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

Learn more about WPC Young Professionals program [here](#).