



Regional Administrative Coordinator for ILALI

Employer

Commonweal, ILALI

Location

Greater Seattle, WA; Puget Sound region

Salary

Part time- Hourly: 25-29 hours per week; \$22-\$25/hr

Start date

September, 2022

The Innovative Learning and Living Institute ([ILALI](#)) is a national project established in 2021 to build diverse cohorts of young adults equipped to be engaged in their communities, develop themselves, and bridge social, cultural and political divides. ILALI will be piloting its regional immersive residency program, Wayfinders, at two locations in 2023. This transformative experience is offered to a cohort of young adults in their twenties to spend four months living and learning together, utilizing an integrative, multidisciplinary curriculum designed to support participants in their capacity to “Become, Bridge, and Belong”.

ILALI is seeking an administrative coordinator to support our program development specifically in the greater Seattle area. The administrative coordinator will be a core member of a small, collaborative team and both support and be supported by ILALI’s team of directors and program manager, as well as our host site partners at the [Whidbey Institute](#) and later, the Watershed Center.

In this role, the administrative coordinator will primarily hold and organize the local presence, outreach, communication, and logistics prior to and during the Wayfinders inaugural Pilot in the Puget Sound and greater Seattle area. Key elements include:

- Act as ILALI’s primary representative in the greater Seattle and Puget Sound region, promoting Wayfinders both virtually and in person to community partners, applicants and other stakeholders at a variety of events, meetings, and convenings.
- Adopt and commit to an inclusive, collaborative developmental approach to working with partners, staff and cohort applicants that supports ILALI’s commitment to being a [transparent](#) and [deliberately developmental organization](#).

- Coordinate and maintain program content, social media outreach calendar and platforms for diverse stakeholder access (Trello, Storyblocks, Linktr.ee, YouTube, Google Docs, blog).
- Coordinate monthly newsletter and maintain public calendar of events (iContact, Flickr, AddEvent, Canva, Salesforce).
- Support clear, efficient and consistent flow of information to constituents, maintaining channels for sharing information and insights across parties.
- Serve as a regional presence for pilot marketing and partnership development activities, such as presenting at recruitment events and open house events.
- With support from operations director and program manager, assist with applicant screening, organizing applicant portfolios, documentation and regular communication with cohort applicants.
- Coordinate the logistics involved with the pre-arrival and on-site elements of the program, including transportation, sharing local resources with applicants and other institutional partner liaison.
- Assist in creating and organizing processes around applicant onboarding, logistics planning, monitoring and evaluations processes for pilot program.
- Assist in the logistics for team travel and event coordination.
- Participate in trainings and ongoing learning of ILALI's full integrative curriculum, practices and conflict resolution approaches.
- Capture notes, takeaways, and next steps from weekly group meetings and convenings.
- Support the monitoring of and organizing of logistics, incidents, evaluations and notable issues during Wayfinders program.

Desired Qualities, Experience, & Skills

- Organized, collaborative problem solver who is adaptive and comfortable working independently and with untested plans and processes.
- Openness to working with a broad range of populations and worldviews, including socioeconomic, racial, gender, orientation, religious, political, and otherwise.
- Interest in planning and maintaining social media strategy and content posting, including editing Instagram reels, Linktr.ee, Storyblock, LinkedIn groups, etc.
- Experience with project management platforms such as Trello, Monday, Vizio, Canva, as well as Google Drive, Excel, Presentation platforms, etc.
- Demonstrated commitment to racial, social, environmental, and economic justice, and building bridges across communities (class, race, ideology, and geography).
- Enthusiasm for adult development, community building, and working with young adults.

The ideal candidate is familiar with the greater Seattle/Puget Sound region and has experience in supporting long term collaborative programs and is energized by the opportunity to support personal and societal transformation. Success in this position requires the ability to develop and maintain highly organized yet efficient processes for a small and growing team and make adjustments regularly. Also key are applying flexible and creative thinking while navigating uncertainty and evolving conditions.

General Information

Title: Administrative Coordinator

Location: Primarily Remote, based in Puget Sound region and greater Seattle

Salary: Commensurate with Experience; between \$22-25/hour

Hours: Part time (25-29 hours per week)

Report: Direct Report to ILALI Operations Director

To Apply: Please submit a cover letter and resume to info@ilali.global. The position will remain open until filled.