



Civic Education / Intern Coordinator

The Washington State Senate is recruiting to fill a Civic Education / Intern Coordinator position in Olympia Washington. The Washington State Senate supports various civic education programs such as the Washington State Civics Consortium, Legislative Scholars, Civic Education Day and Legislators Back-to-School, which occur primarily during the interim between sessions. From September through December and during legislative sessions the majority of the coordinator's time is spent managing the Undergraduate Internship Program.

The Civic Education Coordinator position was established for the purpose of organizing and managing the Senate's civic education programs, responding to public inquires about civic education and the Legislature, and maintaining strong working relationship with other branches of government involved in civic education. Find out more about the Civic Education Program and its activities by visiting: <http://www.leg.wa.gov/CIVICED/Pages/default.aspx>.

Desired Qualifications:

- Bachelor's degree in Political Science, Education, Public Administration, or related field is required; a graduate degree in a related field is desirable;
- Direct experience with civic studies, Washington legislative process, and familiarity with Washington State government;
- 3 years of participation in the legislative process or comparable knowledge;
- Teaching, instructional experience and/or internship program coordination;
- Ability to work cooperatively and collaboratively in a fast-paced environment;
- Experience with recruiting and interviewing;
- Exhibit the following characteristics: good time-management, organizational and administrative skills, sound judgment, ability to manage multiple tasks, ability to be flexible and work well with others, and a commitment to student interaction;
- Excellent written and oral communication skills; and
- Ability to be self-directed and pro-active.

Principle Duties:

- Manage civic education programs;
- Recruit, interview, train, and supervise undergraduate interns;
- Provide an environment that is intellectually stimulating and respectful;
- Develop, organize, and maintain program materials, schedules, and webpages;
- Prepare and conduct civic education plans for college interns and k-12 classrooms;
- Collaborate with all legislative workgroups and offices; and
- Work under pressure and within legislative time constraints.

Salary:

Commensurate with qualifications. This position is full-time with standard Washington State employee benefits and is exempt from civil service.

Application Procedure:

Please submit the following information:

- Letter of interest, *specifically addressing the desired knowledge, skills, and abilities*;
- A resume listing names of current and past employers, dates of employment, job titles, and nature/purpose of jobs held;
- A list of at least three employment references with telephone numbers and addresses; and
- Two (brief) writing samples.

Complete application packets must be received no later than 5 p.m. on Friday, October 25, 2013. Please send your application (electronic submittal is preferred) and direct questions to:

Secretary of the Senate's Office
Washington State Senate
417 Legislative Building
Olympia, WA 98504-0482

Phone: (360) 786-7550

Email: Secretary.Senate@leg.wa.gov

The Washington State Legislature is an equal opportunity employer. Women, racial and ethnic minorities, veterans, persons with disabilities, and disabled veterans are encouraged to apply.