



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>. This position is full-time and exempt from civil service

Principle Duties:

- Supervise 45-50 Senate Interns working with legislator offices during the legislative session, providing group trainings and one-on-one career counseling and mentoring;
- Recruit, interview, and select undergraduate legislative interns, including on-campus recruiting and interviewing at 20+ Washington state universities annually;
- Hire, train, and supervise one Assistant Civic Education Coordinator during Legislative Session;
- Maintain strong collaborative relationships with Senate Administration, members, and staff, the House Civic Education Coordinator, and partner organizations including state agencies and non-profits;
- Maintain Civic Education program websites and social media profiles, including generating creative and engaging written and visual content for Facebook, Twitter, and other platforms as needed to promote programs;
- Working directly and collaboratively with civic education-focused work groups and programs in Washington State and in other states;
- 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 in a non-partisan capacity; and
- Work under pressure and within legislative time constraints.

Essential 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;

- Ability to plan and implement large events with minimal supervision;
- Teaching, instructional experience and/or internship program coordination;
- Proven interpersonal skills and ability to form strong relationships with diverse sets of stakeholders;
- 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 research, writing and proofreading skills; and
- Familiarity with web and social media communications (Facebook, Twitter, YouTube)
- Ability to work outside a 40-hour workweek during intern recruitment and the legislative session.

Desired Qualifications

- Master's degree in education, political science, counseling, or public administration;
- Experience in curriculum development, education, teaching, mentoring, and/or service learning;
- Experience working with college students, higher education institutions, and/or K-12 schools and youth organizations;
- Program marketing and outreach experience on web, social, and print platforms;
- Previous supervisory experience; and
- Understanding of civics, career and workforce development landscape in K-12 and higher education

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 email addresses;

Complete application packets must be received no later than 5 p.m. on September 12, 2017. Please send your application (electronic submittal is preferred) and direct questions to:

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 Email: Secretary.Senate@leg.wa.gov