

## JOB DESCRIPTION

**Position Title:** Summer Learning Coordinator

**Reports to:** Executive Director

**Position type:** Temporary, hourly

**Rate:** \$35/hour

**Anticipated start date:** April 28th

**Position End Date:** September 26th

**Estimated hours per week:** 25 hours per week (hours may increase once programming starts)

**Onsite Location:** Bryn Mawr Elementary, 8212 S 118th St, Seattle, WA 98178

\*\*This is a hybrid position - Onsite & in-person during summer program days. Virtual before summer program starts and after program ends

A background check will be conducted upon hire

### THE OPPORTUNITY

The Renton Innovation Zone Partnership (RIZP) is hiring for a Program Coordinator with a successful track record of program design and implementation, positive energy and a passion for youth development. This position will work and partner with community based organizations, families, Renton School District and other stakeholders to ensure a safe, fun and memorable Summer's in Skyway Learning Program. .

### WHO WE ARE

The Renton Innovation Zone Partnership (RIZP) is a place-based collaborative including the Renton School District (RSD), Community Based Organizations and other partners from the Skyway-West Hill and Sunset/Renton Highlands neighborhoods. Our is to improve educational equity and student performance in five target schools: Lakeridge, Bryn-Mawr, Campbell Hill and Highlands Elementary schools and Dimmitt Middle School.

The Renton Innovation Zone Partnership was formed in 2017 and as of September 2019, the RIZP has joined RVC Seattle as an Operations Support Partner.

### RESPONSIBILITIES

- Serve as primary point of contact for summer program including managing communications to enrolled students and families
- Deliver onsite program administration and support to program providers
- Serve as main liaison between program providers, Renton School District and internal RIZP staff
- Compile and submit end of program report to funder(s) with coordination from internal RIZP staff, program providers and Renton School District
- Purchase materials as needed for program implementation
- Co-lead the development of site-specific plans and sustaining a strong culture, managing staff and coordinating day-to-day operations
- Ensure that students and staff are following summer guidelines

- Build trusting relationships with summer program participants
- Foster fun, inclusive and safe learning environment for students and program staff
- Strengthen students' good relationships with each other and with staff
- Co-lead weekly debriefs with the program providers
- Track & share progress with program providers, RIZP internal staff and other stakeholders via meetings, presentations and/or other written communication
- Perform other duties as assigned

### **A WELL-QUALIFIED CANDIDATE MAY HAVE THE FOLLOWING:**

- Demonstrated personal commitment to anti-racism work, and a detailed understanding of the challenges and barriers faced by communities related to, race, ethnicity, class, ability, immigration status, gender, and their intersections.
- Experience creating spreadsheets, written documents and presentations
- Excellent project management and time management skills.
- Strong ability to develop relationships with community stakeholders.
- Familiarity with the Renton Highlands or Skyway-West Hill community
- A positive attitude working with young people and values their development
- Experience in creating strong partnerships with a community similar to the RIZ geography
- Ability to be flexible in a dynamic environment where there is a sense of shared leadership and responsibility.
- A reliable source of transportation
- Asset-based approach to working with marginalized communities.
- Ability to balance priorities from multiple stakeholders.
- Experience with public speaking.
- Thrive in fast-paced, collaborative work environments and can nimbly respond to shifting priorities and can multitask and meet deadlines.

**Multilingual candidates are encouraged to apply** – the top languages spoken within the RIZP geographic region are: Spanish, Vietnamese, Somali and Tagalog

**Residents of the neighborhoods served by the RIZ Partnership and candidates of color are strongly encouraged to apply.**

### **LOCATION**

Hybrid; This position will be virtual through the months of April, May, June & September with some in-person meetings. This position will be in-person July & August and onsite at program location, Bryn Mawr Elementary.

# Job Description

**BENEFITS**

Accrued paid time off, medical insurance via Kaiser (zero-deductible HMO and PPO options), dental insurance via Delta Dental, with RVC Seattle covering over 90% of the costs of the insurance package for employees. Low cost transit Orca card available as well.

**CLOSE DATE**

First review of applicants will be after 5:00pm (Pacific Time) on **April 4, 2025**. This position will remain open until filled.

**TO APPLY**

EMAIL	riz@rizpartnership.org
SUBJECT LINE	"SLP Coordinator" [Last Name]
BODY OF EMAIL	<ol style="list-style-type: none"> <li>1.Include where you found position</li> <li>2.Attach Resume</li> <li>3.Cover letter summarizing relevant experience</li> </ol>

**QUESTIONS**

Ryan Quigtar, *Executive Director*  
 Rquigtar@rizpartnership.org

**For more about the Renton Innovation Zone Partnership, visit [www.rizpartnership.org](http://www.rizpartnership.org)**

**EQUAL OPPORTUNITY EMPLOYER**

RIZ Partnership is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact Ryan Quigtar, rquigtar@rizpartnership.org.