



*International District Housing Alliance
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Better Housing, Happier Lives, Stronger Communities!

Position Announcement

SUPPORT SERVICES COORDINATOR

Position Title: Support Services Coordinator – WILD Program
Position Type: Exempt 1.0 FTE, full medical/dental benefits after 90 days
Supervisor: Manager, WILD Programs

Release Date: May 3, 2010
Deadline: May 14, 2010

About the Wilderness Inner-city Leadership Development (WILD) program:

Established in 1997 by the International District Housing Alliance, WILD is a leadership development program for Asian and Pacific Islander immigrant and refugee youth and elders. WILD fosters leadership skills in program participants through community projects with a social and environmental justice focus.

Essential Duties:

- Provide academic and career counseling case management support to high-school aged youth, including but not limited to, information and referral, job search and placement, tutoring, and college preparation;
- Assist in facilitating and supervising youth program group meetings, workshops and special projects.
- Create curriculum or workshops on specific topics;
- Assist in program tracking and data collection for program reports;
- Assist in organizing and supervising field trips, such as outdoor activities in wilderness settings, with some overnights required;
- Help create learning experiences for and support program interns.

Minimum Qualifications:

- Bachelor's degree and/or three years' experience in a youth program in a greater than volunteer position;
- Ability to undertake strenuous physical activities;
- Demonstrated dependability & responsibility; Works well both independently and cooperatively;
- Have a valid Washington State driver's license and willingness to drive large vehicles (vans);
- Willingness to learn and have fun; Must have strong people skills;
- Agree to a standard Washington State Identification check.

Preferred Qualifications:

- Experience with and enjoys working with any of these groups: high-school aged youth, students learning English as a Second Language, or Asian and Pacific Islanders;
- Knowledge or experience with working in a leadership development model;
- Knowledge of social and environmental justice issues;
- Ability to handle multiple projects simultaneously.

To apply:

Please send resume and cover letter with a list of three references. Resume packet can be sent via email to Miya Forrest at miya@apialliance.org, or via fax to 206-623-3479.