Eastern Washington University
Career Services

Job Description: Program Coordinator - Non-Profit/Public Service Programs
100% time, 12 months per year

Program Advising & Development (60%)
- Advise and oversee the Students Offering Service organization (student volunteer program)
- Oversee a non-profit career fair twice during the academic year
- Supervise grant funded programs Washington Campus Compact’s Students in Service education award program and other AmeriCorps programs
- Oversee the annual alternative spring break program including the promotion, application process, and pre-service activities; chaperone event and coordinate post-service reflection
- Advise student leaders in orientation, service immersion, social action and volunteer outreach projects
- Develop recognition activities for student interns and volunteers
- As part of the Career Services team, assist with advising and counseling students regarding career selection, job search and internship opportunities, focusing on non-profit fields
- Assist the Career Services team, as needed, by advising students with search techniques, resume preparation, interviewing strategies and recruiting schedules

Outreach/Networking (30%)
- Cultivate non-profit internship and volunteer opportunities locally and regionally
- Cultivate non-profit internship and volunteer opportunities internationally
- Develop promotional materials for non profit volunteer and internship opportunities
- Facilitate placement of students in volunteer and non-profit internship opportunities, matching student interests with community need
- Serve as department liaison with the International Education Office for promotion of international internships
- Serve as liaison with academic departments in the social and public service fields such as Psychology, Criminal Justice, Social Work, Sociology and Education
- Develop and present specialized workshops to students and faculty specific to “careers in the common good,” non profit and public service internships and career choices

Records, Budget Management, Fund Raising (10%)
- Maintain records for students participating in the Students in Service program
- Maintain volunteer database within EagleAxis
- Assist in ongoing evaluation of programs in producing regular reports in EagleAxis
- Assist with the development and coordination of fundraising activities for service projects including alternative spring break
- Manage budget for Alternative Spring Break

Minimum Qualifications:
- High school graduation or equivalent.
- At least two years of experience in the program specialty, which is defined to be experience coordinating programs involving volunteer and/or internship and/or other types of service opportunities, or other types of relevant experience directly related to providing student services.

Selection Criteria
- Bachelor’s Degree required
- At least one to two years experience in higher education
- Ability to effectively work both independently and as a part of a team
- Excellent oral and written communication skills
- Experience with non-profit/public service sector a plus