

## **PACE (People's Academy for Community Engagement) Coordinator**

---

<b>SALARY:</b>	\$31.76 - \$37.01
<b>LOCATION:</b>	City Hall, 600 4 <sup>th</sup> Ave., Seattle, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Part Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Department of Neighborhoods
<b>BARGAINING UNIT:</b>	PTE, Local 17 - Professionals
<b>CLOSING DATE:</b>	07/12/16 04:00 PM Pacific Time

---

### **POSITION DESCRIPTION:**

The Seattle Department of Neighborhoods (DON) works to bring government closer to community members across Seattle by engaging them in civic participation, helping them become empowered to make positive contributions to their communities, and by involving more of Seattle's under-represented residents, including communities of color and immigrants, in civic discourse, processes and opportunities. The department's motto is "Strengthening Seattle by actively engaging all communities."

A program of Seattle Department of Neighborhoods, PACE (People's Academy for Community Engagement) is a leadership development program designed to strengthen participation and enhance involvement in grassroots community efforts throughout Seattle, especially those run by volunteers. PACE also emphasizes peer-to-peer learning, inclusive outreach and public engagement principles, and works to increase involvement of historically under-represented communities.

The PACE Coordinator position reports to the Leadership Development Division Director. The coordinator will work closely with DON programs to organize various segments of the program. The position requires someone with strong networking skills, an understanding of Seattle's communities and neighborhoods, and a passion for leadership development. This position is 30 hours per week, yet receives the same benefits as a full-time position.

### **JOB RESPONSIBILITIES:**

- Plan, coordinate, and implement PACE cohort program including recruitment and selection of participants, identification and support of facilitators and instructors, and organization/hosting program sessions.
- Plan, develop and staff all other PACE program activities which may include a variety of seminars, technology projects, alumni engagement, orientation and graduation.
- Research and develop program curriculum and program structure.
- Lead the development and monitor annual program budget.
- Develop system to evaluate and implement data-driven outcomes of PACE participants and anticipated increase in their level of community and City engagement.

- Prepare presentation materials, curriculum, and draft correspondence, maintaining hard and electronic files.
- Brief DON Director, City Council and the Executive on the operations of the program.
- Develop a variety of outreach, marketing and recruiting strategies to recruit participants and facilitators.
- Coordinate PACE classes and seminars simultaneously on a variety of evenings and weekends.
- Identify opportunities for growth in the program including mentorship possibilities, and sponsorship opportunities.
- Other duties as assigned.

## **QUALIFICATIONS:**

### **Required Qualifications:**

- A Bachelor's Degree in Community Development, Social Science, Social Work, Public Administration, or a related field and one year of experience in community organizing or in the operation of a community-based organization (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the position).

### **Desired Qualifications:**

- At least one year experience working with a variety of diverse community groups and organizations, especially those run by volunteers.
- Experience creating, developing and implementing effective leadership development/civic engagement programs.
- Proven track record of working collaboratively with a variety of organizations.
- Demonstrated success conducting effective outreach and engagement to diverse communities.
- Experience facilitating group processes with participants from a wide range of interests and influence, including conflict resolution.
- Experience managing projects and issues while maintaining excellent customer service.
- Ability to develop and implement recruitment plans and strategies (for participants, seminar and session facilitators, advisory board members, community projects, etc.).
- Strong oral, written communication and presentation skills.
- Excellent analytical skills.
- Excellent planning, and time-management/prioritization skills.
- Ability to work a flexible schedule and attend evening and weekend meetings.
- Ability to establish and maintain strong working relationships internally and externally.
- Working knowledge of City departments, initiatives, services, projects and programs.
- Experience making connections with City agencies, non-profits, foundations and the private sector.
- Ability to anticipate issues and exhibit problem-solving skills to analyze situations and make appropriate recommendations.
- Ability to engage stakeholders to participate in community activities.

- Ability to work in a team environment.
- Demonstrated experience working across interdepartmental teams.
- Ability to navigate and adapt to dynamic political environment.

#### **ADDITIONAL INFORMATION:**

Please submit a resume and cover letter with your application.

A writing exercise and presentation may be administered to finalists as part of the selection process.

For more information about the Seattle Department of Neighborhoods' PACE Program visit our website at <http://www.seattle.gov/neighborhoods/programs-and-services/peoples-academy-for-community-engagement>.

---

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.seattle.gov/jobs>

Job #2016-01004

PACE (PEOPLE'S ACADEMY FOR COMMUNITY ENGAGEMENT) COORDINATOR

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

#### **OUR OFFICE IS LOCATED AT:**

Seattle Municipal Tower  
700 5<sup>th</sup> Avenue, Suite 5500  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

**The City is a Drug Free Workplace.**

---