



*International District Housing Alliance  
606 Maynard Ave South, Suite 105  
Seattle, WA 98104  
(206) 623-5132 FAX (206) 623-3479*

*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](mailto:miya@apialliance.org), or via fax to 206-623-3479.