



## **Job Description: Part-Time Program Coordinator**

**Yoga Behind Bars (YBB) Overview** – YBB is the only nonprofit in WA State dedicated to bringing trauma-sensitive yoga to prisons, jails, and detention centers. Our programs promote rehabilitation and offer people inner tools and resources to break the cycle of repeated incarceration. YBB is mainly funded by individual donors and powered by about 50 volunteer instructors. Based in Seattle, we have 5 full-time staff and 4 part-time trainers, with programs at 18 facilities, and an annual operating budget of \$450k that we seek to grow to \$775k by end of 2023.

### **Position Objective/Overview**

The YBB Program Coordinator's primary responsibility is ensuring organizational effectiveness by managing the day-to-day program coordination for YBB in collaboration with the Program Director. This is initially a part-time position with anticipation of turning into a full-time position. In this role you will be responsible for communication with and support of our volunteers and incarcerated instructors, accurate tracking and record keeping, and general program coordination for both yoga classes and trauma-informed trainings. The coordinator reports to the Program Director.

### **Responsibilities Include:**

- Coordinate schedules of YBB volunteers and incarcerated instructors
- Coordinate paperwork, clearances, and classroom supplies for all program sites
- Communicate with facility staff
- Tracking and reporting program outcomes, using Little Green Light database management system, Microsoft Suite and Google Drive
- Coordinate logistics including registration, scholarships, space rental, and supplies for Trauma-Informed Yoga trainings and other workshops
- Filter and respond to program-related inquiries
- Support overall growth and program development
- Other tasks as requested



## **Skills & Qualifications**

The successful candidate will demonstrate the skills to support our complex and powerful programs and a genuine passion for the mission of Yoga Behind Bars. Relevant degrees and experience matter, but we also deeply value enthusiasm, organization, and a drive to learn. Proficiency in Google Suite and Microsoft Suite essential. Experience with WordPress and Little Green Light a plus.

On-the-job training provided. Our ideal candidate possesses:

- Outstanding verbal/written communication skills
- Great attention to detail; strong ability to organize complex schedules and streamline information
- Volunteer management experience
- Experience working with diverse populations
- Personal or volunteer experience within the criminal legal system
- Excellent customer service skills and attitude
- Ability to handle multiple tasks, projects, and priorities effectively
- Open to working some nights and weekends as needed
- Strong team orientation, ability to accept and provide feedback

## **Compensation**

Expected to work approx. 20 hours a week to start @ \$20hr DOE. Currently working from home, but as WA mandates allow, some in-person collaboration may be required. Supportive and collaborative work environment with emphasis on holistic well-being of staff. Profession development stipend as needed for skills supporting growth in position.

## **To Apply**

Please submit a resume, cover letter, and 2 references in PDF format. Consideration will be given to applications as soon as they are received. We will start interviewing candidates by October 12<sup>th</sup>, with an ideal start date of Nov 2, 2020. Please do not paste your resume in the body of the email. Submit all materials to [info@yogabehindbars.org](mailto:info@yogabehindbars.org) with Program Coordinator position in the subject line. No calls please.

*Yoga Behind Bars follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion,*



*sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations, and marital status. We are committed to engaging the skills and leadership of formerly incarcerated people.*