



Job Description: Part-Time Programs Associate

The Organization

Mission: Hedgebrook supports visionary women writers whose stories and ideas shape our culture now and for generations to come.

Located on beautiful Whidbey Island near Seattle, Hedgebrook offers one of the few residency programs in the world exclusively dedicated to supporting the creative process of women writers, and bringing their work to the world through innovative public programs. Visit www.hedgebrook.org for additional information.

Summary

The Program Associate works closely in support of the program staff to develop, implement, and evaluate Hedgebrook's programs. This position assists in overseeing the administrative functions necessary to meet the needs of all Hedgebrook's programs, both on-site at the retreat and off-site. This position reports to the Program Director and is based at the retreat office on Whidbey Island.

This is a part-time non-exempt position with benefits, 24-30hrs. per week. Compensation is \$18-\$22/hr. DOE and does include benefits.

Core Responsibilities

1. **Coordinate Hedgebrook Programs** including Residencies, Master Classes, Labs, Salons and Online Classes:
 - Track program applications, registrations, payments, and communications.
 - Provide support for teachers including class set up, rosters, printing, and communication.
 - Assist with applications, adjudication and implementation.
 - Answer program-related questions by email and/or phone.
 - Interface with Slideroom online services and Online Class platform for payments and program offerings.
 - Update participant information in the database, per organization's guidelines.
2. **Pull Program analytic data from database** to support programmatic and fundraising needs.
3. **Provide event support** for Whidbey, Seattle and/or other locations.
4. **Provide resident support** as needed at the retreat, including orienting writers when they arrive
5. **Track Master Class teacher compensation** residencies.
6. **Book travel** (arrange flights, airport shuttles) for Master Class teachers, writers for weeklong convenings, invitational fellows, Playwrights Festival guests, etc.
7. Other duties as assigned.

Requirements

Prior database or related experience is required. This position requires that an individual act independently, is able to prioritize multiple projects simultaneously, works well alone or within a team, and is able to meet deadlines. The Program Associate is required to engage and collaborate fully with all other staff. Demonstrated strong computer skills, including proficiency with Microsoft Word, Excel as well as donor management systems(CRMs) and project management software.



Hedgebrook
WOMEN AUTHORIZING CHANGE

Specific Skills Required

- A true passion for and ability to clearly articulate the work and vision of Hedgebrook.
- At least 2 years of experience working in an administrative capacity in a nonprofit or private sector organization.
- Strong planning and time management skills.
- Excellent writing and editing skills, including coordination and communication with both teachers and residents.
- Experience with Word, Excel, Database, online application programs, and social media platforms.
- Excellent interpersonal, teamwork, and diplomacy skills.
- Can see the big picture while paying close attention to detail.
- An ability to provide self-direction and demonstrated ability to work independently.
- Ability to work flexible hours as necessary, including for special events as needed.
- A great sense of humor and ability to be creative.

To Apply

Please send cover letter and resume to: careers@hedgebrook.org with the subject line: Program Associate. For primary consideration, please apply by September 12, 2019.