

Densho seeks a Project Coordinator to shepherd our [Examining Racism and Discrimination](#) curriculum from an in-person teacher workshop into an online course for secondary educators. Responsibilities include project management, teacher workshop coordination and facilitation, collaborative curriculum development, meeting and event planning, communicating between various stakeholders and partners, and keeping partners on task and moving towards project milestones in a timely manner.

Required qualifications

Excellent written and oral communication skills; background in education; highly organized; ability to travel; project management experience.

Preferred qualifications

Familiarity with racial equity praxis, digital education, and Japanese American history.

Compensation

This is a part-time (20 hours per week) one-year contract position with the possibility for extension. The Project Coordinator will be compensated at the rate of \$20/hour for 1,000 hours, no benefits, to be completed by December 31, 2019. The position will be based in Seattle but some remote work is possible.

How to Apply

Please apply online by submitting your cover letter and resume in a single PDF document via email to jobs@densho.org. Please put "Project Coordinator" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for the Project Coordinator position.

Questions may be directed to Natasha Varner, Densho Communications and Public Engagement Director. Contact her at natasha.varner@densho.org. All applications will be held confidential within the hiring team and given serious consideration as soon as they are received. The application deadline is September 21, 2018.

Densho is an equal opportunity employer. It is the policy of Densho to comply with all applicable federal, state, and local laws prohibiting employment discrimination. Densho is committed to providing a work environment free from discrimination and harassment.

This position is being funded, in part, by grants from the U.S. Department of the Interior, National Park Service, Japanese American Confinement Sites Grant Program and the Office of Superintendent of Public Instruction, Kip Tokuda Memorial Civil Liberties Public Education Program.