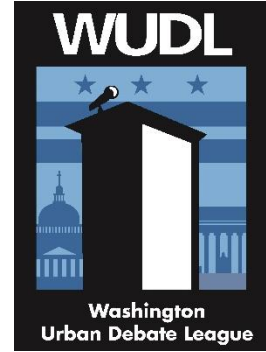


Washington Urban Debate League (WUDL)

Program Officer Position

ABOUT US: The Washington Urban Debate League is a D.C. based non-profit organization that supports policy debate programs at publicly funded schools as a high impact educational intervention to supplement traditional pedagogy. We're a young, dynamic, fast-growing organization ready to adapt to an evolving educational landscape. We continued to grow despite the COVID-19 pandemic and look to serve more than 500 students at more than 50 mostly Title 1 middle and high schools in the coming academic year.



GENERAL STATEMENT OF DUTIES: The Program Officer (exact title dependent on experience, background) will play an essential role in creation and daily management of debate programs at local public schools for the Washington Urban Debate League (WUDL). They will work closely with middle and high school students, teachers, administrators, community volunteers, and other stakeholders to create an accepting, educational debate community in the region, and support tournaments and other league events.

PRIMARY RESPONSIBILITIES:

- Visiting local schools: help foster and manage relationships with schools by visiting schools, participating in practices, and providing curriculum assistance and instruction to teachers.
- WUDL tournaments and workshops: assist in planning, preparation, and execution.
- Regional tournaments: help manage WUDL Travel Team participation in regional tournaments (registration and fees, coaching and preparation, transportation, food, etc.)
- Visiting local school districts: help foster and management relationships with school administrators and district officials, including technical assistance for outcome evaluation reports.
- Volunteers: help recruit, train, and coordinate volunteers to coach and judge.
- Ornstein Summer Institute: assist in planning and execution of annual Ornstein Summer Institute.
- Community programs: assist with community programs, including public debates, Debate In the Classroom, and Financial Literacy Programs.
- Database management: manage databases of school and student information.
- General support: work with WUDL staff, including to support communications and fundraising.

JOB SPECIFICATIONS:

- Bachelor's Degree or higher, alternative experience might be accepted.
- Two (2) years of experience coaching policy debate.
- A passion for urban education and building young voices.
- Experience as a teacher or working with teachers and public-school districts is preferred.
- Familiarity with database software preferred, i.e. Salesforce and Speechwire (tabulation software).
- Must own a vehicle and have a clean driving record. Job will require travel to locations not accessible with public transportation.
- Comfort working independently, in small teams, and with a diverse array of people.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work environment is dynamic. It can include working in an office or coffee shop, preparing materials and curriculum to spending time in the afternoon and evenings at debate practices.
- This position will also include work time in the evenings and weekends attending and running debate tournaments locally and occasionally around the country.
- Physical demands include working at the computer, speaking in front of a classroom, but also carrying supplies (paper, printers, computer, t-shirts, food etc.) for tournaments and teams from your car to school locations.

COMPENSATION:

The salary band for this position is flexible, \$45,000 – \$55,000 annually. It includes generous benefits, including health insurance (fully paid for by the league), extensive time off, and the opportunity for a retirement package after 1 year.

TO APPLY:

Candidates should submit a cover letter and resume in a single PDF to David Trigaux at David.Trigaux@urbandebate.org

The Washington Urban Debate League is an equal opportunity employer. We serve a diverse array of students and families from all walks of life. We know that a diverse team is essential to our mission, and we value diversity and equity in all our work. As such, we encourage applications from candidates from traditionally marginalized and under-represented groups.