

## WHO WE ARE

### PUGET SOUND COLLEGE AND CAREER NETWORK: A SYSTEMS SUPPORTING ORGANIZATION FOR KING COUNTY PROMISE

King County Promise (KCP) is a regional initiative designed to create alignment between Community Based Organizations, K-12 Districts and Community & Technical Colleges to eliminate barriers to access and success for historically underserved students. It aims to remove educational inequities by: increasing funding for advising functions in high schools, colleges, and community-based organizations; building cross-sector alignment through the elimination of barriers in students' postsecondary transition; and supporting retention and completion of CTC students by providing supplemental equity grants.

The Puget Sound College and Career Network (PSCCN), a team within the Puget Sound Educational Services District (PSESD), plays the key backbone role of Systems Supporting Organization (SSO) for King County Promise.

In partnership with our funder, King County Department of Community and Human Services, we are charged with developing, scaling, and sustaining our Promise strategy. Our mission:

- We support our two Promise Partnerships to provide Black and brown scholars and youth disengaged from school with culturally responsive services including case management, high quality advising, and postsecondary preparation.
- We co-develop systems capacity, cross-sector partnerships, and alignment across K-12 districts, postsecondary institutions, and community-based organizations to ensure more equitable postsecondary access and success.



## COMMITMENTS & VALUES

PSCCN is committed to centering the lived experiences and dreams of our Black, Brown and Indigenous Youth of Color. This means that:

- Together with youth and families, we are eliminating barriers in existing systems as we are imagining new pathways and new systems.
- We are naming and addressing racial harms caused in and by white-centered systems as we lift up healing practices and liberatory spaces.
- We aim to restore and cultivate trusting relationships and partnerships across institutions and with youth and families, knowing that we cannot unlock transformational solutions without those impacted.
- We engage in self-reflection and accountability, embracing discomfort, while exercising creative courage in action and partnership.



## GOALS & IMPACT

In the 2023-2024 academic year, PSCCN will continue to foster our relationships with our Promise partners. We will:

1. Cultivate the conditions for equitable partnerships, embracing the foundation of co-design and collective commitments while moving toward active power sharing, collaborative decision making, and participatory budgeting.
2. Seek and cultivate opportunities in collaboration with KCP partners to ensure the lived experiences of the communities and students we serve are centered in the design and implementation of KCP.
3. Create a data sharing and management plan that supports progress monitoring and shared learning, informed decision making, implementation of promising practices, and increased systems alignment.
4. Pursue a robust fund development strategy to provide sustainability and financial longevity to the ongoing King County Promise work.

## SERVICES & CAPACITIES

Our team brings lived experience in the communities we serve and a wealth of expertise that is rooted in and builds on community and organizational wisdom: regional and national college and career work, coaching and leading for racial equity, youth, family and community partnership, and grass-roots fund development. We are passionate about serving historically disenfranchised youth and changing educational systems. We act by fostering collaborations and cultures of learning, through storytelling and data informed decision making, and through continuous improvement and liberatory design. Lastly, we focus on sustaining this transformational work with equitable resourcing and capacity building.



### PROGRAM DEVELOPMENT & IMPLEMENTATION

Technical assistance, consultation, and resource procurement to build and implement equitable and student friendly practices to support cross partner collaboration and implementation of KCP Advising and support strategies. Specific topics include:

- Transferability of regional and national promise models
- Development of postsecondary transition programming
- CTC enrollment strategies
- Financial aid education and completion support
- College placement navigation and systems alignment strategies
- Youth Voice Engagement Strategy development
- Facilitation, Participatory planning, & Partner Mediation



### FUNDING

PSESD support partners with:

- Maintain long-term, longitudinal relationships with external funding partners.
- Participatory Budgeting
- Support partners organizations in developing/executing fund development



### DATA

PSESD holds experience with evaluation and academic research in teaching and learning. We can offer support with all stages of the research life cycle, strategizing how to gather data to answer key questions to publishing and presenting findings to relevant audiences.

Some areas of expertise:

- Data collection: Identifying what data will answer the research question, Survey development, Interview and focus group protocol development, and Searching for pre-existing data sets.
- Qualitative Data analysis: Street data methods, grounded theory, thematic analysis, and discourse analysis.
- Quantitative Data analysis: Scale development, hypothesis testing, psychometrics, regression analysis, and cluster analysis.
- Content validity and reliability checking: Checking findings from analysis in multiple ways, checking the extent to which findings are replicable and measuring what is intended to be measured.
- Presentations and publications: Helping partners write and edit, find venues to display work and findings, and amplifying projects.





**LEAD  
DIRECTOR,  
PSCCN**  
Saovra (Sy) Ear



**DIRECTOR,  
OPERATION &  
PROGRAM  
ALIGNMENT**  
Elizabeth Cook



**DIRECTOR,  
POSTSECONDARY  
DATA & IMPACT**  
Mollee Shultz



**DIRECTOR,  
POSTSECONDARY  
STRATEGIC  
DEVELOPMENT**  
Jonathan Joseph



**MANAGER,  
POSTSECONDARY  
PROGRAMS**  
Naveed Badri



**PROGRAM  
COORDINATOR**  
Dinda Davis



**PROGRAM  
COORDINATOR (.5)**  
Paige Peterson



## INTERNAL PARTNERS



**Julie Rolling**  
Deputy Superintendent,  
Learning, Teaching &  
Family Support



**Brad Brown**  
Executive Director,  
Learning, Teaching &  
Leadership Development



**Felisciana Peralta**  
Executive Director,  
Equity in Education



**Hilary Loeb**  
Director,  
Strategy, Evaluation &  
Learning

## **LEAD DIRECTOR, PSCCN**

### **Saovra (Sy) Ear**



Dr. Sy Ear is the Lead Director for the Puget Sound College and Career Network (PSCCN). As the Lead Director, Sy supports regional collective action around college and career readiness with facilitation of policy, practices, program improvement, and system alignments to eliminate opportunity and achievement gaps. He provides support through technical assistance, project management, and stakeholder coordination.

Sy is an equity-minded leader with 20+ years' experience serving as an educator in the state of Washington. His experience includes leading teams that implemented equitable services and programs to foster student access, retention, and completion for under-represented, economically disadvantaged, and first-generation students. He values inclusive excellence and collaboration in his efforts to create opportunities for all students to succeed.

Sy earned his Doctorate in Educational Leadership from the University of Washington-Tacoma. He also has a Master's degree in Student Development from Seattle University and a Bachelor's of Arts in Sociology and Ethnic Studies from University of Washington.

Sy was born in Cambodia and has lived in the South King County area for the past 30+ years. He is a father of two young children, Taylen and Jennavy. Family and community are where his values are grounded and rooted. He credits his wonderful wife and children for the strengths and inspirations to continue developing his servant leader approach. I am excited to engage in the work of PSCCN Post Secondary team to facilitate the systemic alignment work to eliminate the Opportunity Gap by leading with Racial Equity.



## **LEAD DIRECTOR PUGET SOUND COLLEGE & CAREER NETWORK**

### **PURPOSE STATEMENT**

The Lead Director for PSCCN provides regional leadership, policy and data analysis while coordinating support and technical assistance for postsecondary services. The Lead Director's focus is on achieving agency goals to increase postsecondary enrollment in the region by removing persistent barriers to postsecondary attainment for students of color and other young people who have been historically underserved. Since 2020, leadership of regional services and strategy has focused primarily on strengthening and sustaining PSCCN as the Systems Supporting Organization for King County Promise.

### **ROLES AND RESPONSIBILITIES**

**Provide regional leadership, partnership, and service to support post-secondary access and success.**

- Collaborates with others (e.g. sub-grantees, district, teacher and principal associations, community organizations and agencies, OSPI, PSED staff, etc.) for the purpose of serving as a resource, providing assistance, developing projects, and/or defining key outcomes and milestones that build district and community capacity.
- Develops and maintains internal and external professional relationships (e.g. staff of school districts, community and technical colleges, universities, community organizations and agencies, CCER, etc.) for the purpose of guiding and coordinating activities, providing up-to-date and reliable information, and making recommendations that support stated goals and objectives.
- Develops long-range and short-range plans, programs, and strategies for the purpose of designing services in conformance with agency/program goals and addressing the needs of diverse student and staff populations.
- Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency's End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
- Oversees and provides leadership in the organization, planning implementation and coordination of related programming (e.g. Puget Sound Coalition, Pierce County Strong, district leaders, etc.) for the purpose of ensuring regional progress on related Agency goals.

**Build capacity and strategy for PSCCN as the System Supporting Organization for King County Promise.**

- Fosters the development and communication of a clear, concise identity and vision for PSCCN as a Systems Supporting Organization / intermediary organization for King County Promise.
- Partners with DCHS leadership to oversee the overall implementation of PSTAA's Promise strategy.
- Manages the coordinated implementation of direct support services to King County Promise Partnership Organizations (PPOs) including partnership implementation, data monitoring and learning, and fundraising; supports all implementation to enact shared values, reflect and strengthen an overarching King County Promise model, and serve youth furthest from educational justice in culturally responsive and trauma-informed ways.
- Builds a learning culture to identify and enact systems-level improvements and alignment efforts that will result in improved educational outcomes for youth in the PSTAA prioritized populations.
- Brings coordinated activities and learning from partnership implementation, data and evaluation, and fundraising and budget strategy together with an emerging theory of action for sustaining King County Promise.

## **DIRECTOR, OPERATION & PROGRAM ALIGNMENT**

Elizabeth Cook



Dr. Elizabeth Cook has always been a staunch advocate for postsecondary education, particularly connecting educational services to those students with the highest need. Her depth of knowledge and experience has enabled her to build consensus across multiple communities in many different situations, K-20 institutions, and contexts. After graduating from the Tacoma Public School system, Dr. Cook earned an undergraduate degree from Duke University in Durham, NC, and then returned to the northwest to work at the University of Washington. Her career in Higher Education Administration has spanned over fifteen years in multiple institutions, guiding various academic programs and community partnerships within the United States. She has completed advanced degrees at the University of Oklahoma (M.Ed) and the University of Texas at San Antonio (Ed.D). Dr Cook also connects education to service while supporting the military career of her spouse, Lt Col Roderick Cook, USAF, and their most recent tour of duty at the US Embassy- Jakarta in Jakarta, Indonesia.

While living abroad, she most recently served on the Board of Trustees for the Jakarta International School (JIS) allowing her to grow as an educational leader in an international setting.

Dr Cook and her family have purchased a home in Puyallup and enrolled their three children in schools accordingly. They enjoy traveling as a family and look forward to building alliances in the area and contributing to the local community.



# DIRECTOR OF OPERATION & PROGRAM ALIGNMENT

## PUGET SOUND COLLEGE & CAREER NETWORK

### PURPOSE STATEMENT

The job of Director, Postsecondary Operations and Program Alignment is done for the purpose/s of providing leadership and oversight of daily operations, and provide responsible operational, financial, and administrative direction to the program to achieve Agency goals, coordinating support and technical assistance for postsecondary services, projects and initiatives, and activities that align with Agency work:

### ESSENTIAL FUNCTIONS

- Builds capacity and provides leadership in the area postsecondary access including readiness, persistence and completion for the purpose of supporting programs and projects in alignment with Agency work.
- Collaborates with others (e.g. sub-grantees, district, teacher and principal associations, community organizations and agencies, OSPI, PSESD staff, etc.) for the purpose of of serving as a resource, providing assistance, developing projects, and/or defining key outcomes and milestones that build district and community capacity.
- Develops long-range and short-range goals, plan for high-impact and sustainable programming, and continuous process improvement for the purpose of ensuring alignment with the agency's strategic objectives.
- Develops , cultivates, and maintains internal and external professional relationships (e.g. staff of school districts, community and technical colleges, universities, community organizations and agencies, CCER, etc.) for the purpose of guiding and coordinating activities, providing up-to-date and reliable information, and making recommendations that support stated goals and objectives.
- Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency's End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
- Facilitates a wide variety of internal and external workshops and meetings (e.g. Puget Sound Coalition, District leadership meetings, planning teams, training, etc.) for the purpose of building regional capacity, sharing effective practices, and scaling proven strategies within districts and colleges to address and implement equitable and inclusive practices and policies.
- Oversees and provides leadership in the organization, planning implementation and coordination of related programming (e.g. Puget Sound Coalition, Pierce County Strong, district leaders, etc.) for the purpose of ensuring regional progress on related Agency goals.
- Performs personnel administrative functions (e.g. interviewing, hiring, terminating, evaluating, supervising, counseling/coaching, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares and manages workplan and budgets for the purpose of ensuring the implementation and operation systems alignment.
- Prepares written materials (e.g. reports, procedures, documents, MOUs, agreements, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on a variety of topics related to program responsibilities (e.g. best practices, programs/services, etc.) for the purpose of providing general information, training others, implementing actions.
- Researches and analyzes a variety of topics (e.g. policies, procedures, best practices, pending legislation, etc.) for the purpose of providing information, making recommendations, training others, implementing actions, etc.
- Supervises personnel (e.g. provide coaching and consultation on technical issues, adaptive challenges, personnel matters, strategic opportunities, career goals, professional development, job performance, etc.) for the purpose of advancing the development of effective leaders and high performing teams and achieving agency and departmental objectives.

# **DIRECTOR, POSTSECONDARY STRATEGIC DEVELOPMENT**

Jonathan Joseph



Jonathan Joseph is the Director of Postsecondary Sustainability and Strategic Development at Puget Sound Educational Service District. His role work on building long term strategic alignment and funding sustainability to support the ongoing postsecondary services.

Jonathan has earned his Master of Urban Planning and Master of Public Health from the University of Washington, focusing on the systemic inequities and disparities within health, economic and educational systems. Jonathan comes with deep root in community planning and advocacy; working to uplift the experiences of youth and families into strategic planning and policy making decisions. He also has over 18-year experience in operationalizing diversity, equity, inclusion and belonging values into policies, protocols, and procedures of system support networks.

Jonathan and his family immigrated to Seattle when he was young. His lived experience as a melanated, multilingual person has inspired his passion for postsecondary systems transformation. He continues to be a steadfast changemaker, identifying root causes of systemic oppression and implementing measurable actionable changes in collaboration with community.



# **DIRECTOR, POSTSECONDARY STRATEGIC DEVELOPMENT**

## **PUGET SOUND COLLEGE & CAREER NETWORK**

### **PURPOSE STATEMENT**

The Director of Postsecondary Strategic Development works to lead the sustainability, fund development and strategic development of Puget Sound College & Career Network (PSCCN) team, Puget Sound Educational Service District (PSESD) longitudinal fiscal solvency. This position will work with regional leadership in developing and maintaining the strategic alignment and sustainable implementation and funding of postsecondary initiatives, which include:

- Ensuring fund development strategies that meet the King County Promise Match requirements
- Convening internal PSCCN/PSESD fund development meetings with leadership to ensure ongoing measurable achievements.
- Maintaining long-term, longitudinal relationships with external funding partners to expand the agency's goal: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.

### **ESSENTIAL FUNCTIONS**

- Understanding the programmatic needs of KCP and the individualized partnerships.
- Understanding the funding needs for the longevity of KC
- Understanding the funding landscape.
- Cultivate and incentivize continued funding investments in KCP work.
- Strategize funding and revenue models that enhance PSCCN space in the postsecondary arena.
- Understand the grant writing cadence and ethos at PSCCN/PSESD
- Constant partnership with ESD leadership to understand their vision and goals for PSCCN growth.
- Authentic partnerships with resource team to understand and develop a strategic resource cultivating strategies.
- Ensure fiscal sustainability and security through the longevity of the program.
- Align funding needs with the programmatic growth of KCP
- Find innovative ways to braid funding mechanisms across the philanthropic ecosystem to support our advocate.
- Advocate for state wide initiatives that support our ongoing post-secondary education strategy.
- Support partners organizations in developing/executing fund development, tailored to their specific programmatic needs and supports.

## **DIRECTOR, POSTSECONDARY DATA & IMPACT**

**Mollee Shultz**



Mollee Shultz is the Director of Postsecondary Data and Impact at the Puget Sound Educational Service District. Her work is focused on improving data sharing and transparency to help postsecondary access become more equitable.

She earned her PhD from the University of Michigan where she worked for the GRIP lab ([www.gripumich.org](http://www.gripumich.org)). After graduating, she worked as a postdoctoral researcher at Texas State University with the STEM Equity Project ([www.stemequity.net](http://www.stemequity.net)). She has seven years of experience designing and executing mixed-methods research to understand the inclusivity of instructional practices. Her work has been published in leading peer-reviewed journals such as The Journal for Research in Mathematics Education, Educational Studies in Mathematics, Linguistics and Education, and the International Journal of STEM Education. Prior to beginning her PhD program, Mollee taught undergraduate mathematics at Hancock College, Cuesta College, and Diablo Valley College.

As a Chinese mom of mixed-race children, her work is guided by a hope to create educational systems that honor and uplift the experiences of underserved youth. She aims to use the narratives from available data to showcase the value of doing work that respects the inherent worth of youth that must navigate an oppressive and racist system.



# **DIRECTOR, POSTSECONDARY DATA & IMPACT**

## **PUGET SOUND COLLEGE & CAREER NETWORK**

### **PURPOSE STATEMENT**

The job of Director, Postsecondary Data & Impact is done for the purpose/s of providing leadership and implementing the Puget Sound College & Career Network's strategies related to postsecondary data access and use, evaluation of program impact and student outcomes, and clear storytelling and communication to advance the Agency's End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.

### **ESSENTIAL FUNCTIONS**

- Collaborates with agencies and organizations (e.g., higher education, school district administrators, school staff, technology providers, community partners, etc.) for the purpose of addressing and closing gaps, dismantling institutional barriers, and fostering courageous conversations that lead to systems improvement.
- Builds relationships and trust within the region with other data and evaluation leaders
- Communicates, collaborates, and learns from school and college administrators, teachers, and instructional support staff for the purpose of effective implementation of initiatives and promising practices.
- Centers and uplifts student and youth-centered information to King County Promise partners that is useful to stakeholders, including program leaders, funders, practitioners, students, and families.
- Leads reporting and evaluation efforts for the King County Promise as the intermediary between DCHS and the Highline Promise and Promise to Community partnerships.
- Collects and shares information with a critical, anti-racist perspective towards data and its implications.
- Identifies data needs and gaps between organizations and institutions and enables the sharing of data to meet those needs.
- Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency's End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
- Facilitates meetings and workshops for the purpose of gathering and conveying information on subjects required to perform functions.
- Gathers, synthesizes, and analyzes data from a variety of sources (e.g., school districts, universities, community and technical college, community-based organizations, federal and state agencies, etc.) for the purpose of informing discussions, identifying research-based strategies, developing processes, and/or recommending action.
- Follows best practices to gather and analyze data in ways that best address the questions being posed.
- Leads the development and facilitates the use of data-sharing agreements between districts, colleges, community organizations, PSESD, and other partner organizations.
- Partners with the PSCCN leadership for the purpose of informing PSCCN strategy and vision and coordinating leadership across team.
- Prepares a variety of reports and data for the purpose of documenting activities and issues, meeting compliance requirements, and measuring the success and progress of program efforts.
- Provides technical assistance to partners regarding a variety of procedures and program requirements for the purpose of sharing promising practices, improving use of data to support equitable access to postsecondary.

## **PROGRAM MANAGER**

### **Naveed Badri**



Naveed Badri is a Program Manager at the Puget Sound College and Career Network. He works to provide leadership, technical assistance, build regional capacity, and support to increase collective action across K20 and college access organizations to ensure equitable postsecondary opportunities for students across the Road Map District and PSESD region.

Naveed earned his Master of Public Health from the University of Washington where he focused on college and career access as a public health issue. Naveed has had more than 14 years of experience in community organizing, postsecondary navigation, community health, and youth empowerment/leadership.

Naveed is a first generation Iranian as part of the Iranian Diaspora. He has lived in Western Washington his whole life and takes great pride in living, working, and serving the communities that helped shape him. His personal and professional mission is fight for those furthest from educational justice and share power with youth and community leaders most impacted by the inequities that exist within our systems.



# PROGRAM MANAGER

## PUGET SOUND COLLEGE & CAREER NETWORK

### PURPOSE STATEMENT

The job of Program Manager, Puget Sound College and Career Network provides leadership, technical assistance, builds regional capacity, and supports to increase collective action across K20 and college access organizations to ensure equitable postsecondary opportunities for students across the Road Map District and PSESD region.

### ESSENTIAL FUNCTIONS

- Manages and convenes Promise to Community (Renton) partnership to further the mission and vision of King County Promise's (KCP) system transformation work.
- Supports Highline Partnership and all other needs of Programs
- Leads and facilitates Youth Leadership activities at PSCCN including the Youth Advisory Group Development and youth advisory integration into KCP.
- Supports coordination of grant reporting, grant development, fundraising (public and private sectors) and partnership expansion and maintenance for the purpose of providing support to the Director of Postsecondary.
- Develops instructional and resource materials for a variety of partners at schools, districts, and community organizations for the purpose of increasing use of relevant resources by districts, schools, and community organizations that increase student postsecondary readiness.
- Maintain relationships with Pierce County/Tacoma partners via Graduate Tacoma
- Develops new partnerships and collaborates with a wide variety of external partners (e.g. sub-grantees, districts, colleges, school staff, community organizations, and state entities, etc.) for the purpose of enhancing the effectiveness, quality, and impact of PSCCN services and materials.
- Develops and facilitates professional development for staff at schools, districts, colleges, community organizations, and national/regional conferences for the purpose of developing skills; increasing knowledge; and expanding implementation of best practices that increase equitable access to postsecondary education.
- Establishes and monitors contracts with partners including school districts, colleges, community organizations, and individuals for the purpose of achieving PSCCN's goals and grant objectives (e.g. increasing access to services, providing training, producing materials, etc.), and ensuring compliance with state and federal regulations, and agency requirements.
- Facilitates and participates in meetings, professional development, and conferences in the area of college access and equity, readiness and persistence, etc. for the purpose of conveying or gathering information, providing technical expertise, maintaining relationships, and/or supporting agency and program operations.
- Gathers, compiles and analyzes data from a wide variety of sources for the purpose of tracking progress towards shared indicators, evaluating impact of programming, and coordinating regional activities that meet the needs of students, families and communities and improve postsecondary access and attainment.

## **PROGRAM COORDINATOR**

**Dinda Davis**



Dinda Davis is the Program Coordinator for PSCCN at the Puget Sound Educational Service District. Her work includes ensuring team operations run smoothly and PSCCN efforts are communicated effectively to our partners via the newsletter and website.

Most recently, Dinda earned her Master's in Business Administration from Western Governors University. (WGU) Before this role, she worked in the healthcare industry while attending college at the University of Washington. (UW) It was the obstacles she encountered while navigating postsecondary education by herself that ultimately drove her to this work. As a Zambian-born first-generation American, she navigated the postsecondary journey with what seemed like an inoperative compass to tackle the rough terrain she would encounter such as inequities, systemic barriers, etc, as well as a lack of awareness of resources, and opportunities available to all students and in some cases exclusively available to students of color.

Her lived experiences largely drive Dinda to support any efforts to break systemic barriers, and inequities to ensure students of color have the necessary resources to earn postsecondary credentials of their choosing. She believes that if it takes a village to raise a child then it should take a village to educate one, therefore, it will take a communal effort from the 'village' to see a meaningful change for students of color to successfully navigate their postsecondary education.



# PROGRAM COORDINATOR

(SUPPORTING DIRECTORS)

## PUGET SOUND COLLEGE & CAREER NETWORK

### PURPOSE STATEMENT

Coordinate program activities to ensure smooth program operations and provide ongoing support. Leverage PSCCN positionality in the postsecondary space to amplify our work in the region via the monthly newsletter and website (social media).

### ESSENTIAL FUNCTIONS

- Fiscal Monitoring for Program
  - Works closely with the PSESD Business Office to prepare quarterly invoice package for King County DCHS PSTAA billing, preparing contracts, invoice processing and purchasing, and checking reports for discrepancies.
- Event, Travel & Calendar Administrative Support
  - Works closely with PSCCN staff to coordinate calendars, events, managing logistics and tracking purchases, requests, reservations, registrations and travel documents.
- PSCCN communications plan implementation, including:
  - Web updates, social media, newsletter preparation, financial aid campaigns, identifying and capturing stories of gap-closing practices with a focus on KCP and sharing within our network.
  - Graphic Design for PSCCN materials, including: Persistence Toolkit, Financial Aid Toolkit, new resources, presentations, PSCCN branding support and web graphics.
- Provide support to leadership (Directors and Managers) and in convening spaces, support Youth Advisory work and other departmental initiatives.
- Support staff hiring, onboarding and training.

## **PROGRAM COORDINATOR**

**Paige Peterson**



Paige Peterson is the Program Coordinator for PSCCN and CINRE at the Puget Sound Educational Service District. Her work is to coordinate meetings and events, track budget spending, assist in communications, and fill any other gaps needed to support the team.

Originally from Houston, TX, Paige went to college in Richmond, VA before moving to Seattle in 2014. Paige holds a Bachelor's Degree in Business Administration from the University of Richmond with a concentration in Marketing.

Prior to this position, Paige worked at Boys & Girls Clubs of King County in marketing and fundraising. There, she discovered her passions for growing equitable opportunities in youth development and fostering a positive team culture through mutual respect, collaboration, and personalized moments of joy and appreciation.

With a lifelong core value of fairness, Paige pushes back on harmful norms and exclusivity, recognizing that our unjust society won't change without challenging the status quo. Having served in multiple racial equity and organizational culture committees, Paige believes that leaning into hard conversations with respect and humility is essential to creating a more just and compassionate world.

Paige has a one year-old daughter named Riley and enjoys crafting, making and playing games, and cheering for the Seattle Kraken in her free time.



# PROGRAM COORDINATOR

(SUPPORTING LEAD DIRECTOR, .5)

## PUGET SOUND COLLEGE & CAREER NETWORK

### PURPOSE STATEMENT

Coordinate program activities and action plans, monitor program standards, and provide technical assistance, resources, and ongoing support.

### ESSENTIAL FUNCTIONS

- Collaboration with internal & external partners
  - Coordinates resources, events, tools, and information for the purposes of developing programs, resolving issues, and maintaining services.
- Maintenance of digital records, program components, and budget tracking
  - Catalogues and tracks all the pieces of data that teammates may need to ensure a program stays on track to the goal.
- Distribute communication for relevant parties
  - Collects and organizes written notes and materials from meetings and conversations in a clear, actionable way for necessary colleagues and partners.
- Leads with helpfulness and kindness
  - Responds to inquiries to resolve problems, provide information, and refer to relevant personnel.