**Program Associate (Temporary) Job Description**

The Washington Urban Debate League (WUDL) is looking for additional programming support for the 2021-22 academic year, to start ASAP as a member of our programming staff. This role reports to the Director of Programming and Development and includes the following duties:

● Assist the Program Coordinator with in person and virtual Site Visits to WUDL partner schools;

● Assist the Program Coordinator with curriculum updates as needed throughout the season;

● Assist with local tournament management and team evaluation;

● Assist with internal program evaluation and other research projects;

● Support WUDL Travel Team operations, including judging and working with students and coaches to prepare for regional competition, conducting supplemental research, pre-round prep, and advanced argumentation consultation for argumentatively diverse teams;

● Lead post-tournament feedback and evaluation process, including:

● Assist with supply and trophy deliveries throughout our service area.

**Hours:**

We envision approximately 12 - 20 hours a week on non-tournament weeks, and more when we have a tournament. The schedule is all set for the year, so you will be able to plan ahead. Candidate would start immediately and run through May 31st 2021.

**Compensation:**

A flat stipend of $12,000 - $15,000 based on experience and availability.

Requirements:

● Knowledge of Policy debate norms and culture

● Experience coaching beginning debaters (experience with middle school debaters preferred)

● Experience coaching nationally competitive debaters of all ages

● Strong organizational skills

● Strong communication skills

● Experience using spreadsheets and collating information

● Comfort working independently, online, and in small teams

● High school graduate, +18 years of age

To apply for this position:

• Resume including debate related experience

• Cover Letter

• Two references (who do not work for the WUDL)

Please send the above materials to David Trigaux at David.Trigaux@urbandebate.org

We are looking for someone to start as soon as possible, applications will be accepted on a rolling basis until a candidate is hired.