

We're Hiring: Program Coordinator | Friendship Circle of Washington · King County, WA

Are you organized, people-oriented, and passionate about building inclusive communities? Friendship Circle of Washington is looking for a Program Coordinator to join our dynamic team!

About Us:

Friendship Circle is a vibrant Jewish nonprofit serving children, teens, and adults with special needs—and their families—across King County. We provide friendship, inclusion, and empowerment through engaging programs, family support, and meaningful teen volunteer opportunities.

What You'll Do:

As Program Coordinator, you'll be at the heart of our mission, bringing programs to life and building relationships that truly matter.

- Plan and coordinate 2–3 Sunday programs and 2 weekday evening programs each month
- Develop creative and engaging activities (art, STEM, life skills, movement, etc.)
- Build connections with families, volunteers, and community partners
- Support onboarding for new families and volunteers
- Help run our social media and outreach efforts to keep the community engaged

Who You Are:

- Experienced working with children and teens (required)
- Strong communicator and natural organizer
- Comfortable leading groups of teens and building community
- Professional, detail-oriented, and adaptable in fast-paced settings
- Respectful and sensitive toward the Jewish community
(Bonus: background in special needs support, leadership development, or social media management)

What We Offer

- Salary: Competitive and based on experience
- Flexible full-time or part-time opportunity
- A mission-driven, collaborative team
- Real impact in the lives of families and youth
- Space to grow within an expanding organization

How to Apply:

Send your cover letter and resume to esther@friendshipcirclewa.org.

Application review is ongoing until the position is filled.

Join us in creating a more inclusive, compassionate community—one friendship at a time.