

Emily Johnston

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Education

Undergraduate (BA), The Evergreen State College
2015

Employment

Program Coordinator, The Washington Center for Improving Undergraduate Education

Coordinating the programs, offerings and day-to-day operations of the Washington Center for Improving Undergraduate Education and the Learning and Teaching Commons of The Evergreen State College.

My work entails coordinating events for national, regional, and campus audiences; supporting marketing efforts; facilitating communication with strategic partners; and managing Center resources. Additionally I monitor and track program budgets, coordinate the development and production of web and print publications, and provide administrative support for Washington Center events and projects.

2022-present

Event and Programs Manager, 3HO Foundation

Managing 3,000 attendee 10-day all-inclusive in-person events for an international community. Starting with the COVID-19 pandemic, I led and managed the launch of online events with over 7,000 international community registrants and presenters from around the world. These online events included 25+ classes per event, breakout rooms, translation and captioning, concerts, interviews, and community chat spaces. I oversaw 6+ online events annually, in addition to planning in-person events. I also functioned as a general project manager for day-to-day administrative tasks in the non-profit. Given that the staff is very small I carried out almost all tasks involved in running events and office operations.

2019 - 2022

Massage Therapist, Independent Contractor

Operating a small scale massage business focusing on sliding scale fees, inclusive access, and mutual aid profit distribution. The client base for this business was fully built through the use of social media content creation and sharing. Prior to starting my independent business I worked for three years as a full time

therapist in multiple spa environments. My duties included everything from booking and checking clients out to carrying out services and managing spa decor.

2016 - 2022

Kitchen Manager & General Support Staff, Song of the Morning Retreat Center

Management of a remote retreat center in Northern Michigan for up to 500 participants. I managed all aspects of the kitchen area, including menu planning, food sourcing from local and national vendors, food preparation, kitchen safety and sanitation, and volunteer staff management. Additionally, I served as guest office support, with responsibilities such as taking reservations, checking in guests, fulfilling purchase transactions, and placing supply orders for the bookstore.

2016 & 2012

Life Skills Instructor, Kokua

Daily in-home care, assistance and advocacy for adults with disabilities living in Thurston County. I reviewed all resident's case files, trained on their care needs and supported them in their daily lives. This included basic need support, socialization, and interfacing with the external community.

2014-2015

Classroom Assitant, The Evergreen State College Children's Center

In-class daily care provider for ages 1 month- 5 years. In this position I worked directly with the classroom leader to assist in all facets of the daily schedule including meals, outside time, fieldtrips, and lessons.

2013-2014

Kitchen Manager, Circle Pines Center

Management of a children's summer camp and retreat center kitchen during their Spring - Fall events season. The events season included multiple guest stay weekends, an 800+ attendee festival, and an 8 week children's summer camp. I managed a staff of 6, planned all menus, sourced all food from local and national vendors, and managed staff kitchen safety and sanitation training.

2013

References

Julia Metzker, Director of the Washington Center, metzkerj@evergreen.edu

Cynthia Kennedy, Evergreen State College Faculty Member & Greener Foundations co-teacher, kennedyc@evergreen.edu