



**Job Title:** Bay Area Programs Intern 2014-15

**Mission and Key goals of Organization:** Youth Speaks, Inc. creates safe spaces to empower the next generation of leaders, self-defined artists, and visionary activists through written and oral literacies. We challenge youth to find, develop, publicly present, and apply their voices as creators of social change. Ultimately, we hope to shift the perceptions of youth by combating illiteracy, alienation, and silence, creating a global movement of brave new voices bringing the noise from the margins to the core.

We believe in:

**VOICE**

We believe it is critical that young people have opportunities to find, develop, publicly present, and intentionally apply their voices. Silence is a powerful thing when chosen, but incredibly oppressive when forced upon.

**CONTINUUM**

We are committed to providing opportunities for youth to engage with the tradition of oral literacy and oral poetics so as to immortalize the voices of today's young writers.

**COMMUNITY**

Youth Speaks reflects diversity and engenders a community of young artists who reach across demographic boundaries toward self-exploration and growth, providing a platform where conflicts are resolved on the page or the stage, rather than on the street.

**CONTEMPORARY CULTURE**

Youth Speaks is committed to the written and spoken word, innovating our program so that it remains accessible and attractive to the population we serve, and reflects their stories without leaving out the stories that have come before.

**INDIVIDUAL AND SOCIAL TRANSFORMATION**

Youth Speaks provokes movement from silence to empowerment based in liberatory pedagogy and youth development. We intend to democratize a civic population of youth by giving them a platform to speak.

**EXCELLENCE**

We challenge young people to find their own voices, to work hard to apply them, and to do so responsibly. We ask youth to not be afraid of their own potential; we promise them we won't be.

**LIFE**

We are firmly attached to the idea that every young person matters, that we all deserve to be safe in our local environments, and have the right to know that our voices will be heard and will live on.



## **Job Description:**

### Program Support

- Assist in the Evaluation of Impact Data Project for Bay Area Programs
- Attend meetings with community partners, participating in such meetings as relevant to the High School Residency Program primarily and the Poet Mentor Apprentice Program as needed
- Assist the Bay Area Program Associate Director to execute key projects and events, i.e. Under 21 Open Mics, Teen Poetry Slam, Unified District Poetry Slam, etc.

### Communications

- Assist in analyzing the impact of Bay Area programs through surveys, review of social media analytics and other tools
- Collaborate with Youth Speaks' digital media and marketing staff and community partners to disseminate relevant and compelling information and opportunities about Youth Speaks' Bay Area programs to various constituents
- Assist in facilitating cross-program promotions to leverage Youth Speaks' full scope of programmatic activities
- Assist in executing the updated marketing distribution plan for all print materials for Bay Area Programs

**This position will report to:** Susie Lundy, Director of Bay Area Programs and Aimee M. Espiritu, Associate Director of Bay Area Programs

**Required skills, knowledge and experience:** In addition to possessing the administrative and communication skills necessary to play a role in assisting the execution of Youth Speaks' Bay Area programs with our myriad partners and staff, ample skills and experience in the following is desired: Youth development, Arts education, Evaluation, Program support, Leadership, being an Educator, being a Youth mentor, being an Organizer, art practitioner.

The Intern should be highly competent with the Google interface since we primarily use Google Drive and its programs. If the Intern has experience in Adobe Illustrator, Photoshop and/or Graphic design skills, this will be valuable, as we always need administrative concepts graphically represented.

### **Preferred Work Schedule:**

- Day 1: Tuesday anytime between 11am-6pm (for 5 hours)
- Day 2: Wednesday OR Thursday anytime between 11am-6pm (for 5 hours), alternating with every other Friday 4:30-9:30pm
- Note: We have all-staff meetings/trainings every other Tuesday between 1-3pm and Bay Area Staff meetings the 4<sup>th</sup> Tuesday of every month from 3:30-5:30pm.



**Work Site Location:** The Bay Area Program Extern will report to our offices at 1663 Mission St. in San Francisco. There will be opportunities for the Extern to accompany in site visits to 5 High Schools in Oakland and 4 High Schools in San Francisco where we have HS Residencies. There are also two Under 21 Open Mics every month, 1 in Oakland and the other in San Francisco that the Intern will be required to assist in managing as an adult liaison and ultimately a production lead (includes training).

**Orientation and/or trainings we will provide/require for the Bay Area Intern:**

- Bi-monthly all-staff meetings will include organization-wide trainings.
- Monthly trainings with SPOKES (our Youth Advisory Board) will include trainings on: Event planning, Under 21 Open Mic facilitation, Slam Clubs, Unified District Poetry Slam event management, Teen Poetry Slam event management, personal artistic development, etc.
- Production management trainings facilitated by our Production Manager, Kat Evasco.

To apply, please send a brief cover letter and your resume to [aespiritu@youthspeaks.org](mailto:aespiritu@youthspeaks.org)