



ORGANIZATION: Youth Speaks

POSITION: Program Associate

REPORTS TO: Associate Director, Programs and Associate Director, Field-building Strategies

HOURS PER WEEK: 40 hours/week (full-time, exempt)

OVERVIEW: The Program Associate is an integral part of the organization's Programs team; they will report to the Associate Director of Programs and the Associate Director of Field-building Strategies, work in relationship with the Programs team, and coordinate occasional part-time support staff, volunteers, and contracted artists. They should be an organized and enthusiastic professional with positive and take-charge attitude, with a strong interest in program management, event planning, and evaluation, as well as superior skills in administration and logistics management. A strong candidate for this position must be able to successfully manage multiple priorities, be responsive under tight timelines, take initiative, meet deadlines with little supervision, and have a strong interest in building and maintaining relationships with our various partners in the fields of arts education and creative youth development.

The Program Associate will work from our San Francisco office Monday - Thursday, and at Oakstop (downtown Oakland) on Fridays. This role will require evening and occasional weekend work to participate in local community meetings, open mics and slams, and other public events.

KEY RESPONSIBILITIES:

Residency Program Coordination and Implementation (40%)

- Work in collaboration with the Programs team to secure and retain relationships with partners at in-school and after-school residency sites
- Support Bay Area Team with program development and recruitment strategies, as well as planning events and programming
- Help create organizational systems to communicate details and strategies of the Youth Speaks Residency Program to various partners and stakeholders
- Collaborate with Marketing and Development teams to maintain database of partners' contact information

Bay Area Outreach and Field-building (15%)

- Support Associate Director of Field-building Strategies in developing and facilitating a system to execute on all booking requests
- Support Programs team with outreach strategies and communication to cultivate new partnerships and increase Youth Speaks' visibility locally

Volunteer Outreach & Engagement (15%)

- Recruit and coordinate the appropriate number of volunteers for poetry slam bouts and events (needs may vary)
- Act as point of contact for all general volunteers leading up to bouts and events, including fielding questions, sharing information, and requesting additional resources in a timely manner
- Collaborate with Programs team to develop expectations / communications detailing overall roles and tasks for general volunteers
- Collaborate with Marketing and Development teams to maintain database of general volunteer contact information and previous roles

Data Collection and Impact Assessment (10%)

- Manage evaluation protocols, including data collection and entry, and attendance recordkeeping for local programs

- Collaborate with Development team to maintain compliance for grant reporting needs, primarily for DCYF and OFCY grant awards
- Maintain Salesforce database for participant tracking, campaign management, invoice processing, and generating reports as necessary

Signature Event Planning (10%)

- Assist with the coordination and execution of open mics, slams, and other public events
- Communicate clearly and effectively with staff, volunteers, venues, performers, and community partners to plan, schedule, and execute events and programming
- Provide support around the planning and presentation of the Brave New Voices Festival as necessary

Administrative Duties (10%)

- Assist Programs team with budget management, including processing departmental income and expense reports
- Generate venue contracts and initiate invoice processing for local programs, specifically:
 - Under-21 Open Mics
 - Teen Poetry Slam Preliminary and Semifinal bouts
 - UDPS Preliminary and Final bouts
 - Queeriosity
- Generate contracts for performers and manage payment processing for local programs, specifically:
 - Bringing the Noise for Dr. MLK, Jr.
 - MC Olympics
 - Queeriosity
 - Emerging Poet Mentors

How you will be evaluated:

The Program Associate will be evaluated every six months, and will receive regular feedback during weekly one-on-one check-ins with the Associate Director of Programs.

QUALIFICATIONS:

- Strong program coordination skills and keen attention to detail and nuance
- Excellent communication skills (including written and oral communication); ability to assist in strategic thinking and inclined toward creative problem solving
- Ability to work independently, flexibly and as a team player, to take initiative and manage multiple tasks and projects simultaneously, prioritizing and delegating as needed and appropriate
- Ability to build strong professional relationships with others across the organization and with diverse constituents and stakeholders (including students, teachers, administrators, community leaders, donors, and partner organizations)
- 2-3 years of work experience in an administrative role; experience in arts, youth development, and civic engagement organizations preferred
- Strong commitment to Youth Speaks' mission and values and social justice
- A strong work ethic and positive attitude; results-driven and resourceful
- Proficient in Google Drive and Microsoft Office programs (Word, Excel, Powerpoint)
- Knowledge of regional educational and nonprofit landscape strongly preferred
- Previous experience managing volunteers preferred

Salary & Benefits

The Program Associate is a full-time, exempt position. We offer a competitive salary commensurate with experience, and an excellent benefits package. Benefits include 100% employee coverage for medical, dental, and vision insurance, life and disability insurance, a 401(k) plan, and commuter benefits. Employees receive four weeks of paid vacation and ample paid sick time, annually.

ORGANIZATION DESCRIPTION: Youth Speaks is a multi-faceted organization that understands that the power, insight, creativity, and passion of young people can change the world. Founded in 1996 in San Francisco, Youth Speaks is the leading nonprofit presenter of Spoken Word performance, education, and youth development programs in the country. Presenters of local and national youth poetry slams, festivals, reading series, and more,

Youth Speaks also offers a comprehensive slate of literary arts education programs during the school day, in the after-school hours, on weekends and evenings. All told, Youth Speaks provides free arts education to tens of thousands of teens per year in the San Francisco Bay Area alone, and has helped create partner programs in over 60 cities across the United States. Youth Speaks annually convenes the [Brave New Voices Festival](#), and houses a repertory theater company. For more information, visit www.youthspeaks.org

How To Apply:

Please send a thoughtful cover letter and resume in PDF format to employment@youthspeaks.org with “Program Associate” in the subject line by October 31, 2017. Applications will be reviewed on a rolling basis. We respectfully request no phone calls.