



## **SAY Sí Seeks: Overseer of CYD & Teaching Artist Coach**

**Position: Programs Manager**– see attached Job Description

**Schedule: Full Time** Non-exempt from Fair Labor Standards Act

**Position Yearly Starting Salary:** \$36,000.00 - \$38,000.00 (3-month introductory period)

### **Benefits at Start Date:**

- Sick Leave
- Approx. 4+ Weeks Holiday and Vacation paid time off [please see schedule]
- Professional Development, Education and Self-Improvement
- Workers' Compensation

### **Benefits after a 3-month introductory period:**

- 40 Hours Personal Time Off [PTO] per year
- 100% Health, Dental, and Vision
- Short Term/Long Term Disability

### **Benefits after a 12-month introductory period:**

- Up to 3% company match contributions to IRA

*This compensation is in addition to federally mandated Social Security and Medicaid employer matches.*

**Starting Schedule:** *M -Th & Saturdays; Friday & Sunday Off*

Monday - Thursday: 11 am - 7 pm

Saturday: 9 - 5 pm

*Hours fluctuate during events and meeting schedules, and change in the summer.*

**Start Date:** Spring 2020

### **Qualified Applicants should have/do the following:**

- Commitment to SAY Sí's mission, vision and core values
- Must have enthusiasm for honoring youth voice and sharing power with youth
- Believe in the power of art and creativity as an agent of change and equity
- Bachelor's degree - preferred Fine Arts, Arts Education, Human Development, Business or Non-Profit Management degrees or related field
- At least 2 years of experience in youth development (working with young people), 1 year in a leadership/management role
- Experience Implementing Creative Youth Development & Project-based Learning (or arts education, youth development, creative learning work)
- Familiarity with Theatre of the Oppressed, Trauma-Informed Care, Restorative Justice and art as social justice
- Confidence mentoring/coaching people and developing interpersonal relationships
- Must have good organization, management and communication skills, with a demonstrative ability to plan and organize multiple projects.
- Comfort with feedback and constructive criticism
- Computer proficiency with an emphasis on Microsoft Office, GSuite Applications and web-related navigation
- Strong personal integrity
- Strategic thinker and planner
- Sense of humor and open, collaborative, spirit
- Commitment to creativity and passion for the arts
- Preferred candidates: SAY Sí Alumni, teaching artists, working artists

**Position Title: Programs Manager, Full-Time Position**

FLSA Status: Exempt

Reports To: Executive Leadership Team

**Mission:** *SAY Sí ignites the creative power of young people as forces of positive change. We value artists, empower marginalized communities and advance culture. SAY Sí defines marginalized communities as people of color, women, LGBT+, and the economically disadvantaged. Learn more at <http://www.saysi.org/>*

**Position Description:**

The Programs Manager is responsible for the management SAY Sí's studio programs and supports the coordination of SAY Sí's community-based programming. Programs Manager works with the Executive Leadership team to support and develop programs, continuous improvement and staff professional development. The Manager collaborates with program directors and teaching artists to fulfill mission and sustain efficacy.

**Job Responsibilities:**

- Manages program staff including organizing hiring, training, goal setting and evaluation.
- Facilitates conversations and conferences with parents/students as needed.
- Gathers quantitative and qualitative data to inform program efficacy including but not limited to enrollment trends, curriculum trends, demographics, and student success.
- Implements and leads college and career-readiness efforts for students.
- Supports community partnerships in relation to student professional development and leadership opportunities, student and family resources and SAY Sí community engagement.
- Coordinates alumni engagement efforts.
- Works with appropriate staff to organize activities that do not fall within a specific department.
- Works with all staff to coordinate the recruitment/registration process for all programs.
- Works with Executive Leadership and Artists Building Communities staff to implement community-based programming that may include curricula development, managing of teaching artists, inventory supplies and equipment, prepare student artwork for exhibits, organize field trips, and evaluate the activities/programs.
- Works with administration in production of related publications, schedules and promotional material for programs.
- Stays up-to-date in the disciplines offered by the organization, teaching methods, and community-arts-education at large.
- Assists with organizing special events and coordinating volunteers as necessary.
- Provides support to the administrative functions of the organization.
- Contributes to team effort by accomplishing related results as needed.

**Additional Key Responsibilities:**

Mission Advancement - Reinforce SAY Sí's values within the organization and to the community; effectively communicate benefits and impact of SAY Sí's efforts to all stakeholders.

Collaboration - Works with the Executive Leadership to review and shape grant proposals for the programs.

Personal Growth - Foster a learning environment embracing diverse abilities; create a sense of urgency and positive tension to support change; anticipate challenges that can derail growth and personal learning.

**To Apply:**

All potential candidates will need to submit PDFs of their resume, cover letter, any portfolio/work samples of creative work and three references *Applicants are encouraged but not required to share writing, art, design or otherwise creative work samples/portfolios.*

Email [nicole@saysi.org](mailto:nicole@saysi.org) with Subject Line: SAY Sí Programs Manager Application  
Letters - ATTN: Nicole Amri, Program Director

Submissions will be accepted until position is filled. **NO PHONE CALLS PLEASE.**

SAY Sí does run background checks on all employees.

Applicants will be asked submit information for a background check if considered, at time of application or interview applicant is welcome to address any issues or concerns pertaining to their background check or application.