



Young Chicago Authors

Director of Programs Job Description

About Young Chicago Authors

Through creative writing, Young Chicago Authors helps young people from all backgrounds to understand the importance of their own stories and those of others so that they can pursue the path they choose and work to make their communities more just and equitable. YCA does this through various arts education programs in and out of schools, introducing thousands of young people across Chicago to diverse creative voices and encouraging them to develop their authentic narratives.

For nearly three decades, Young Chicago Authors has seen the transformation that occurs when a young person realizes the power in their voice. Shaping their experiences into an artistic medium helps young people see themselves more fully. A deepened commitment to safe spaces ensures our young people have a community to share their narratives with others and conceptualize their ability to make positive change around them. To this end, YCA seeks to have its participants accomplish the following:

- Artistic learning and expression
- Social and emotional learning
- Academic success and foundational skills

Organizational Values

Empathy, innovation, self-awareness, judgment, and teamwork are five of our core values that we lead with at YCA. We show these by:

- Belief and respect in the power of youth voice
- A strong desire to inspire, empower, and encourage young people in their artistic development
- Have a clear understanding of the Accountable Space Policies used at YCA, which includes: respect for diversity; acknowledgment of racism, sexism, transphobia, homophobia, fatphobia, ableism, and ageism in art; and work to ensure that we don't bring these hindrances into our spaces and programs
- Awareness of the intersectionalities prevalent in the communities that we serve

JOB OVERVIEW

Job description: This full-time position is critical to the success of our organization and will serve in de-facto co-leadership of the organization sans an executive director. The role contains strategic, programmatic, operations, evaluation and student support responsibilities. The Director of Programs will set a vision for Young Chicago Authors in-house programs and poetry festival, lead a team of program

managers, teaching artists and an outreach coordinator and provide a clear pathway of offerings to over 2,000 participants. This position reports to the Executive Director.

Candidate Requirements

The ideal Director of Programs Candidate has an extensive background in leading mid-large scale artistic programs, and a passion for serving Chicago's youth.

Candidates should have a history in empowering youth voice and a keen understanding of the nonprofit landscape in Chicago (or a comparable metropolitan city). The Director of Programs will care about equity, inclusion, evaluation, quality of programs and have a strong belief in the YCA pedagogy.

Key Responsibilities

- Empower and lead a team of six direct reports and provide weekly guidance in alignment with the programmatic calendar.
- Has strong management skills and the ability to provide a growth track for their department.
- Actively seeks new partnerships that evolve YCA's programmatic experience, visibility in the city or service to young people.
- Set the vision for a year long programmatic calendar and implement YCA project management systems across their department.
- High budgeting and financial acumen with experience working with an organizational budget of 1 million+.
- Eager to collaborate with all staff, especially the Executive Director around organizational vision and growth.
- Exemplifies appreciation and knowledge of the local artistic landscape of the community we serve and is able to sustain and build relationships with influential artists who can contribute to the space.
- Seek out opportunities for the next generation of artists who can serve as co-curators and co-facilitators of programming within the organization.
- Oversee the implementation of the Youth Advisory Council alongside the Youth Outreach Coordinator.
- Must have experience implementing protocol and policy around cultivating accountable spaces for young people
- Be able to collaborate effectively with the Director of Education and Director of Development to provide quarterly quantitative and qualitative data on student experience and success.
- Design and orchestrate the execution of the annual Rooted & Radical Youth Poetry Festival, which includes ensuring that the integrity, official rules and culture of the festival are clearly defined and maintained. Has the ability to expertly map out the entirety of the festival from start to finish, secure locations, recruit and hire all event staff, effectively manage the festival budget, collaborate on marketing and merchandising ideas with the Marketing Director and manage the day-to-day operations of festival events.

Qualifications

- Bachelor's degree
- At least 8-10 years of logistical and program management experience
- Candidates with curriculum development experience are highly encouraged to apply
- Proficiency in project management systems preferred
- Strong written and verbal communication skills with a variety of audiences
- Self-motivated, creative problem-solving skills, strong attention to detail, well organized, and the ability to manage responsibilities independently while working with staff

Compensation & How to Apply

12-month Full-time position that is up for yearly review

Salary of \$75k-85k with benefits

To apply, send a cover letter and resume to: employment@youngchicagoauthors.org with "Director of Programs" as the subject line

Target start date: September 19, 2022

Equal Employment Opportunity (EEO) Statement

YCA is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities and veterans are encouraged to apply.