



Young Chicago Authors

Education Associate 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

Education Department Mission: The education department's mission at Young Chicago Authors seeks to transform the literary experience in partnership with students, educators, and schools by strengthening youth voice. Through the study and practice of multidisciplinary art (hip-hop, poetry, visual art, etc.), participants bridge the gap between social and emotional literacy, critical thinking, and academic success in the classroom and beyond.

Job description: This 20-hour a week part time position with benefits is integral to the daily operations of the education department and in-school weekly instruction. The role contains both administrative and teaching responsibilities. This position assists the educational department in planning, curating, coordinating, and facilitating virtual and in-person multi-genre writing workshops. This is done by cultivating accountable spaces for young people to generate pieces of writing, and assisting in the program delivery. The education associate serves as a liaison between the students, educators, and YCA. The Education Associate will have opportunities for professional development and advancement. This position reports to the Director of Education.

Candidate Requirements

The ideal teaching artist is passionate about poetry, social justice, youth voice, and education in the city of Chicago. Candidates should demonstrate leadership potential and have a passion for teaching poetry in a variety of educational settings (i.e. high school - neighborhood, college prep, alternative, vocational, STEM, etc.) and arts administration. Experience teaching in the classroom setting is preferred.

Key Teaching Responsibilities

- Develop, facilitate, and deliver workshops alongside classroom teachers in two high school residencies (spending one day a week in each school) which includes in-class, after-school, and out-of-school delivery.
- Identifying and mentoring student leaders along with educator(s) to facilitate workshops, host open mics, plan all-school assemblies, and more.
- Actively assist in the planning of the partnership with the Director of Education
- Provides guidance to educators around incorporating poetry in their school including but not limited to:
 - maintaining the accountability space agreements
 - planning school-wide events
 - curating culminating performances with the team, club, and other students
 - coordinate guest speakers with the Director of Education
 - Recruit for the after school poetry club

- Assist classroom teachers and YCA staff in the planning, development, and execution of the annual city-wide poetry festival (i.e. registration, festival structure, auxiliary programming, etc.)
- Establish a system for regular check-ins with educators
- Assist in organizing the regional slam before the annual festival
- Execute student program evaluations (i.e. attendance, surveys, etc.)
- Co-lead the poetry club and/or team with educator(s)
- Assist in facilitating master classes to educators for the Writing Teachers Collective
- Provide constructive feedback on curriculums
- Assist in the development of the YCA Resource Center by providing workshops and other applicable resources

Key Admin Responsibilities

- Assist in education programming support: scheduling, coordinating guest artists in residencies; site visits; maintain ongoing communication with educators and teaching artists; assist with recruitment initiatives; and coordinate culminating event
- Assist with program planning and assessment tools for residencies
- Assist in the review of TA lessons for classroom, after school, and YCA programming
- Possess the ability to coordinate guest speakers with educators and Director of Education
- Provide annual festival program support
- Assist in the development of the YCA Resource Center by coordinating workshops, guest teachers, etc.
- Planning and facilitating professional development with Director of Education

Knowledge and Abilities

- Experience in creating and facilitating poetry and multi genre art lessons
- Self-sufficient and proactive in task completion
- Skilled in working with students in the classroom
- Open to collaborating and co-facilitating with educators on lessons, classroom management, and learning goals
- The ability to work autonomously as well as take direction as needed
- Strong organizational and project management skills

Qualifications

- Bachelor's degree or relevant professional experience
- 1-2 years of logistical and program management experience
- Be able to adhere to the hours fluctuation depending on the programmatic need

- 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 salary part time position that is up for renewal August 31st of each year

Salary of \$28K

Blue Cross Blue Shield medical, dental, and vision insurance

To apply, send a cover letter and resume to: employment@youngchicagoauthors.org with “Education Associate” as the subject line

Target start date: September 7, 2021

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.