Call for Applications: Assata University (‘AU’) Unit Coordinator

Summary

Assata’s Daughters (‘AD’) is looking for an experienced educator and facilitator to help grow our political education program for our teens, Assata University (‘AU’). The AU Unit Coordinator is a short-term and part-time role, and will report directly to the Political Education Manager. They will be responsible for the management and facilitation of two 10-week AU units, the recruitment of young Black people into programming, and they will assist with the training and management of the peer facilitators. Assata’s Daughters is interested in applicants who are passionate about political education, believe in the power of young Black people to direct movements, and are self-sufficient and motivated. Young Black women, femmes, and gender non-conforming people are especially encouraged to apply.

About AD

Assata’s Daughters, is a Black women-led, young-person directed, abolitionist organization rooted in the Black Radical Tradition. We organize young Black people in Chicago by providing political education, leadership development, mentorship, and revolutionary services. Through our programs we aim to deepen, escalate, and sustain the movement for Black Liberation. To learn more about us and our politics, please visit assatasdaughters.org.

Job Description

The AU Unit Coordinator is a new position and will be responsible for facilitating the political education workshops and assisting the Political Education Manager in developing the overall structure of the program unit including assisting with developing its curriculum; assisting with training, managing, and working collaboratively with teen facilitators to manage the political education program; and being present during the hours of programming. We anticipate the role lasting for at least two AD program quarters (approximately 6-7 months), with the possibility of renewing the role depending on the organizational needs.

Specific job responsibilities include but are not limited to:

- Collaboratively develop two 10-week unit curriculum and activities: a Fall unit focused on Black Liberation Movements and a Winter Unit focused on Black Queer Feminism
- Facilitate the unit workshops
- Assist the Political Education Manager with training and managing the team of youth facilitators
  - Work alongside youth leaders to develop, facilitate, and evaluate the AU unit
  - Meet weekly with the Political Education Manager and youth facilitators to provide training, support and instruction for the week
- Manage program recruitment
  - Work with the Membership Development Assistant to develop recruitment materials and manage outreach opportunities
- Administration
  - Manage budget and receipts
  - Adhere to organizational-wide time-tracking and task management systems
  - Attend weekly all-staff meetings
  - Have one on ones with the Political Education Manager
- Assist with evaluating the program at the end of the unit
Qualifications

The ideal candidate will have a relationship with Chicago, experience in delivering political education interactively, experience working with young Black people, a working knowledge of queer Black feminist theory, and a demonstrated commitment to understanding power and oppression, eradicating anti-Blackness, supporting young Black people, and building relationships with the most marginalized. We are looking for someone who has lived experience with forms of oppression, particularly anti-Blackness and misogynoir, who is personable and gets along with young Black people, who is flexible, who is motivated, and who is self-sufficient. Specifically, the ideal candidate would have:

- Youth development experience with ages 15-21
- Experience writing, delivering, and evaluating project-based curriculum with popular education framework for groups ages 15-21
- Experience training others to facilitate programs
- Conflict management and de-escalation rooted in transformative justice framework
- Experience mentoring and managing a group of young people, particularly teens, and supporting their leadership development
- Strong day-to-day and strategic planning skills, and the ability to turn vision into actionable steps.
- The ability to oversee budgets
- Experience working with parents and families
- The ability to bring different groups together around a shared goal
- The ability to build welcoming spaces, and foster relationships with young Black people.
- The willingness and ability to work nights and weekends
- The ability to work independently

Pay and Benefits

This is a part-time non-exempt position based in Chicago, IL. However, programming will be conducted remotely for the foreseeable future. We anticipate the role needing 25 hours per week, and the hours will primarily be in the evening. We anticipate the role lasting 6-7 months with a possibility of renewal depending on the organization’s needs. Hourly wages are $30 per hour. The position offers a health care stipend of $400 per month and a travel stipend of $100 per month.

Application Requirements

Interested applicants should submit a cover letter, resume, and references. Please feel free to use your cover letter to share part of your lived experience and political analysis with us. Additionally, your cover letter should explain why you are interested in working at AD, your leadership style, and a concrete example of working alongside young Black people. Applications should be submitted to info@assatasdaughters.org

Timeline

The anticipated start date is Beginning/Middle of September 2020. Applications will be considered on a rolling basis.