JOB DESCRIPTION
Title: Education Manager
Status: Full time / Exempt
Compensation: $60,000-$65,000 annual
Reports to: Executive Director

OVERVIEW
Youth in Focus’ mission is to prepare the next generation of creative thinkers to meet the emerging needs of a global society, by amplifying teen voice through photography and arts education.

We believe all youth should have equitable access to quality arts education. We provide after-school, summer, and partner programs for teens aged 13-19 furthest from education justice defined as youth of color, youth facing poverty/housing insecurity, those for whom English is not their first language, and LGBTQ+ youth. We focus on Social & Emotional Learning, 21st century skills, and technical photography and digital media skills, to ensure students have the tools and confidence they need to succeed in education, life, and career. We offer pay-what-you can tuition and free bus passes to make our program accessible to all.

At Youth in Focus we value art as a powerful medium of change to create a healthy, vibrant, more equitable and just society for all. Through this work, we aim to confront and dismantle systemic oppression in all of its forms.

As we look to our future, Youth in Focus is committed to serving even more students furthest from education justice and continuing our work to become an anti-racist organization. Our supportive and inclusive community provides a sense of belonging and safety for youth, fostering positive connections between youth and caring adults.

We’re looking for someone who is excited to be a part of our mission! We value talents as much as skills, lived experience as much as education, and if you see yourself in this role given our qualifications, we strongly encourage you to apply.

We are looking for someone who can:
• Approach the need for growth with curiosity and possibility.
• Enthusiastically share our story in a variety of ways.
• Communicate both personal and programmatic needs and decision-making processes effectively with a variety of stakeholders.
• Lead with the need, offer grace, assume best intentions, and hold self and others accountable.
• Build and maintain relationships with staff, students, and program partners.
• Adapt to change, work through set-backs/challenges, and creatively solve problems as they arise.
• Commit to arts education and youth development as a means to education justice and creating a healthy, vibrant, and more just society.
The Education Manager develops photography course curricula that are innovative and relevant, prioritize youth voice and leadership, center the health and wellbeing of students, and meet program goals. Recruits and engages teaching staff and volunteers whose lived experiences reflect the students we serve; supervises teaching staff. Identifies training needs and provides timely training and coaching to teaching staff. Ensures class and program materials and equipment are maintained, set up, and operational prior to each program.

RESPONSIBILITIES

Curriculum and Program Design (50%)
- Develop course curricula focused on image-driven design that are innovative and relevant, prioritizes youth voice and leadership, and centers the health and wellbeing of students.
- Develop program goals, outcomes, and learning objectives.
- Design and track class evaluation and assessments to measure overall program outcomes.
- Manage existing and form new partner and client programs including program design around specific partner needs, processing contracts, scheduling and logistics, site visits, and timely communications.
- Stay abreast of current research on youth development, art education, and teaching strategies.
- Maintain current knowledge and understanding of State and National visual arts education standards and learning theory.
- Teach classes, partner programs, and fees for service programs, as needed.

Managing and Training (30%)
- Identify, recruit, and engage teaching staff whose lived experiences reflect the students we serve.
- Supervise, train, and evaluate teaching staff to ensure program goals are being met. Develop and refine assessment tools and data reporting.
- Based on feedback from Admin Staff, Teaching Staff, and Students, identify training needs and provide timely and relevant training and coaching to Teaching Artists.
- Ensure open lines of communication with teaching staff, volunteers, participants, and partners regarding program needs, logistics, and updates and to support a healthy working relationship.
- Schedule teaching staff to cover program needs.
- Support TA needs regarding class management, teaching strategies, their class schedule, engagement paperwork, payroll, attendance, etc.

Manage and Maintain Technology and Supplies (10%)
- Maintain all cameras, photo equipment, computers, printers, and software; manage equipment and software needs.
- Maintain inventory of chemicals, paper, and film supplies.
- Recommend equipment upgrades and replacement as needed.
- Process donated equipment for use, resale, or discard; manage eBay listings and sales.

Participate as a Contributing Member of the Team (10%)
- Actively contribute to staff meetings and discussions.
- Help advance our work in becoming an anti-racist organization.
- Contribute ideas and produce monthly content for marketing and communications.
- Serve as an enthusiastic ambassador for Youth in Focus at all times.
- Perform other duties as needed to support Youth in Focus operations.

This position requires in-person work with staff and students at the Youth in Focus office. Current COVID-19 protocols require masks to be worn by staff and students, social distancing, and regular sanitizing of the office space. As our program returns to in-person (July 2021), there are some options for partial remote work moving forward.
QUALIFICATIONS

Required Knowledge, Experience, and Skills

- Strong commitment to creating a safe and supportive environment for a diverse population of youth, staff, and volunteers.
- K-12 education experience, including understanding of national/state arts standards, lesson plan and curriculum development.
- Experience teaching or working with youth in PreK-12th grade, particularly students with low income and/or students of color.
- Artistic and technical photography experience including: composition and elements of design, working knowledge of digital and film cameras, able to set up and run a darkroom, advanced proficiency with Adobe Creative Suite and digital editing software, and working knowledge of event photography set up and approach.
- Technical skills to maintain and repair computers, software programs, darkroom equipment, and camera inventory.
- Experience supervising and training staff, providing feedback and coaching, and creating open lines of communication.
- Lived and/or professional experience that will help Youth in Focus live our value of building a diverse and welcoming community.
- Ability to provide appropriate and sensitive services by responding to people’s needs regardless of their social status, race, class or gender.
- Working knowledge and proficiency with Microsoft Office (Word, Excel) and Google Suite (Google Docs, Sheets, Forms)
- Strong oral, written, and interpersonal skills. Active and participatory listening skills and ability to resolve conflicts and issues quickly and compassionately, supporting a collaborative and respectful office culture.
- Able to work on multiple projects at once with a high level of attention to detail and follow-through.
- Able to build and maintain collaborative relationships with staff team, community & business partners, board members, volunteers, and program participants.
- Able to problem solve and be comfortable with change.
- Able to work both independently and with a group.
- Enthusiasm for sharing our story in a variety of ways.
- Ability to travel to off-site meetings and program locations.
- Ability to lift and carry equipment and gear weighing up to 35 pounds.

COMPENSATION & BENEFITS

The compensation is $60,000-$65,000 per year.

Youth in Focus offers the following benefits to full-time employees:
- $5,100 QSEHRA annual benefit to reimburse eligible health, dental, and vision insurance premiums and/or medical expenses
- Opportunity to contribute to Simple IRA retirement plan with 2% employer match
- Two weeks Paid-Time-Off first year; three weeks thereafter (accrual basis)
- Eleven paid holidays, plus the week between Christmas and New Year’s Day and the week of Seattle Public School Spring Break (mid-April)
- 80 hours sick time per year
- Secured, covered parking spot
TO APPLY

Please submit your resume and answer the following two questions:

1) Why do you want this position?
2) How will your professional and/or lived experience contribute to Youth in Focus’ commitment to creating a supportive and inclusive environment for youth furthest from education justice?

Submit your application in one single .pdf file to HR@youthinfocus.org, with the email subject “Education Manager.” Please keep all identifying information (name, address, phone number, email address, etc.) to the first page.

The deadline for application is June 30, 2021 or until position is filled. We will contact you if you are invited to an initial conversation; we cannot commit to responding to inquiries regarding the status of your application.

Finalists will be asked for references. Because this position works in an office with youth, offers of employment are contingent upon successfully passing a criminal history background check (free of convictions of crimes against children and vulnerable adults. Other convictions may not preclude you from employment.

Youth in Focus is an equal opportunity employer that values a diverse workplace and an inclusive culture. We prioritize serving youth furthest from education justice. We encourage applications from those whose lived experiences reflects that of our students, including BIPOC individuals, women, persons with disabilities, individuals who speak multiple languages, and LGBTQ+ individuals.

June 2, 2021