Young Audiences of Western New York – Job Description

Job Title: Young Generations Program Coordinator
Reports To: Director of Programs
Status: Part-time (10 -15 hours weekly)

SUMMARY:
Young Generations, formerly known as M@RE, is a restorative justice-arts program; connecting students ages 13-19 to arts education, workforce development, and community initiatives. Our after-school program meets Thursday evenings at the Central Library from 3:30-6:00pm and operates year-round, providing an enriching setting and meets the needs of teens. Connections are made through the Erie County System of Care.

Young Generations Program Coordinator will work closely with administrative staff, professional teaching artists and teen-aged participants to primarily coordinate the day-to-day operations on-site at a single location (Young Audiences Office), maintaining open communication among YA-WNY staff, artists, students and supporting partners.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Coordination
● Coordinate Young Generations program in cooperation with the Director of Programs.
● Supervise and document the security and safety of the Young Generations site, materials, and participants.
● Assist in developing, distributing, and collecting Young Generations documents and materials for staff and students as needed.
● Responsible for communication of important updates and information between students, teaching artists, parents, and Young Audiences of WNY staff.
● Monitor and support program-wide adherence to Young Generations and Young Audiences of WNY policies and procedures.
● Maintain professional communication with program partners.
● Compile quarterly reports tracking youth participation.

Communications
● Assist Director of Development & Communications with outreach and advocacy efforts on social media accounts and through email campaigns.

QUALIFICATION REQUIREMENTS:
● Minimum of two years’ experience in program coordination
● Experience working directly with at-risk youth is preferred
● Associate degree with a concentration on social work, education, arts administration, or equivalent experience.
● Passion for the mission of arts education in WNY.
● Excellent communications skills – oral, written and digital.
● Exceptional planning and organizational skills, including the abilities to anticipate tasks, set priorities and meet deadlines.
● Demonstrated abilities to work independently as well as part of a high-energy team.
● Strong computer skills [Apple preferred], including data entry, database management, production of management reports, Microsoft Word and Excel.
COMPENSATION:
● Salary will be $16.00 an hour, less applicable taxes.
● Parking pass or $65 towards a NFTA pass.
● The office observes up to 12 paid national holidays. Non-exempt staff members must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless you are absent with prior permission from your supervisor.

APPLICATION PROCESS:
Please submit a cover letter and resume to employment@yawny.org by Friday, August 28th, 2020.

Young Audiences of Western New York is an equal opportunity and affirmative action employer committed to assembling a diverse and broadly trained faculty and staff.