



Job Title: Program Manager
Reports To: Director of Programs
Status: Hourly – Full-Time, 40hrs/week
Location: Central Library, Downtown Buffalo/Remote (ArtWorks and Young Generations must be run in-person)
Summary: The Program Manager serves as the lead coordinator and facilitator for two major Arts for Learning programs: ArtWorks and Young Generations. The Program Manager will be highly organized and detail-oriented and a strong relationship builder who is flexible to the needs of the youth participating in the program(s). Arts for Learning WNY seeks to hire candidates with a diversity of experiences and perspectives in respect to race, gender, and geography. We believe that our board, staff, and teaching artist roster should reflect the beautifully diverse community that makes up Buffalo and Western New York. People from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply.

ESSENTIAL DUTIES & RESPONSIBILITIES:

ArtWorks Program Administration and Facilitation

ArtWorks is a paid creative arts-based job training and college readiness program for Western New York high school students, ages 14-18. Students are hired as paid apprentices to train under Teaching Artists, who mentor the youth in an art form while teaching them skills transferable to any future workplace or college. ArtWorks runs as a 24 week after school program and occasionally as a 6-week summer program. Strong administration skills are critical to the success of this program. Some administrative duties can be completed remotely. Duties include but are not limited to:

- Recruitment and hiring of Apprentices and appointment of lead Teaching Artist each semester.
- Coordinate weekly meetings between A4L administration team and ArtWorks Teaching Artist to establish goals for the week and assess timeline for semester.
- Coordinate with community partners to establish a professional learning plan for apprentices that highlights workforce development skills.
- Responsible for any program related budgeting, reporting, evaluation, and documentation in relation to grants or sponsorship funding.
- Research and develop a potential ArtWorks Alumni Network to keep apprentices connected to A4L.
- Oversee up to 30 teen apprentices each semester including hiring, supervisory duties, disciplinary actions, timecards, and relationship building.
- Prepare apprentices for ArtWorks Showcase at the end of each semester including supporting ideas for display of artwork, practicing public speaking, and developing a run of show that highlights the work of the apprentices.

Young Generations Administration and Facilitation

Young Generations is a restorative justice-arts program, connecting students ages 13-19 to arts education. This after school program meets in-person at the Elaine M. Panty Branch Library from 4:00-6:00pm and operates year-round, providing an enriching setting and meets the needs of teens. Duties include, but are not limited to:

- Coordinate with Erie County Department of Probation to manage and recruit referrals to Young Generations.
- Record attendance, evaluations and other data for reporting including budgets for Young Generations.
- Work cooperatively with all System of Care representatives and Erie County.
- Lead the facilitation of Young Generations including workforce development training, scheduling teaching artists, and providing a supportive environment for youth who have experienced trauma.
- Establish a rapport between teens, A4L staff, and probation officers.

General Program Administration

The Program Manager will assist with the scheduling and management of additional programs outside of the Direct Services programs (ArtWorks and Young Generations). These duties may include:

- Coordination of Youth Detention Center weekly programming and funding management
- After-School programming coordination with partners such as the YWCA, Belle Center, BestSelf, and NorthWest Buffalo Community Center
- Creative Family Programming coordination with partners such as libraries, community centers, etc.

Office Management, Logistics, and other Administration Duties

Oversee administrative and logistical components of the Program Department. Duties include, but are not limited to:

- Receive incoming phone calls and emails, maintaining a friendly and knowledgeable demeanor.
- Assist with creating and maintaining efficient systems for file and data management.
- Attends training in Trauma Informed Care and JEDII (Justice, Equity, Diversity, Inclusion & Innovation) to develop professional skills and new implementation strategies for facilitated programs.
- Assists program team with program bookings as needed

QUALIFICATION REQUIREMENTS:

- 3+ years of experience facilitating teen programs and in an administrative role
- Bachelor's Degree in social work, education, the arts, or another related field
- At least 4 evenings per week (until 6:30pm) are required for program facilitation during the school year and 1 evening per week during the summer. Some weekends required as needed based on program schedule
- Commitment and passion for the mission of Arts for Learning WNY
- An eye for creating efficient systems and tracking details
- Ability to prioritize tasks and flexibility meet competing deadlines
- Ability to develop trusting relationships with diverse individuals of different backgrounds
- Strong oral and written communication skills
- Multilingual candidates are a plus
- Models and practices sensitivity, fair treatment, and acceptance of diversity in all interpersonal interactions.
- Knowledge of Salesforce is a plus but not required

This is a non-exempt, part-time, hourly position with a pay rate of \$22.12/hr. Benefits include PTO, sick leave, parking pass, ability to contribute to an employer sponsored 403b retirement plan.

To apply: Send an email with "Program Manager" in the subject line to employment@artsforlearningwny.org. Included in pdf format: resume, cover letter, and three references, that will only be called after a candidate has an interview. No phone calls please.

Arts for Learning is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.