



A program of Intersection of Change

**Job Title:** YiB Program Manager

**Schedule:** Part-time training (20 hours per week) during 5 week summer programming, June 29 - August 1 between the hours of 8am-2pm. Full time (40 hours per week) beginning August 1. Flexible schedule with mandatory availability during afterschool programming Monday-Thursday, 4:30pm-7:30pm. Expected to work some weekends.

**Compensation:** Minimum \$37,440K (\$18/hr) + health insurance and optional retirement plan

**Position reports to:** Program Director

**How to apply:** Send resume and cover letter addressing why you are a good fit for the position to [info@jubileeartsbaltimore.org](mailto:info@jubileeartsbaltimore.org). Deadline Wednesday, May 29, 5pm.

**Project overview:** Youth in Business (YiB) is a program of Jubilee Arts that cultivates the entrepreneurial leadership skills of high school aged youth by providing hands on experience operating an art-based business. Through the Youth in Business design collective, youth learn how to run a successful business as a team, selling high quality art products achieving cooperative financial sustainability for youth business owners. Youth are supported in leadership development within the program in addition to career and higher education planning support to provide youth long term economic independence.

**Position Overview:** Reporting to the Program Director, the YiB Program Manager plans and coordinates the Youth in Business program. The Program Manager is an integral member of the Youth in Business team, reflecting the essential value that youth have the ability and power to run a business with the support of adult leadership. The Program Manager works to ensure their duties are in alignment with the values and mission of Jubilee Arts. The Program Manager should have an appreciation for the arts, possess business or entrepreneurial expertise, experience working in youth leadership and believe in economic equity for youth.

**Job description:** Position requires management of the following items:

#### Program Development

- Strategic visioning to grow the program in ways that respond to the needs of our youth
- Provide Art Direction for youth's product lines
- Facilitate purchase orders for printing products
- Develop partnerships and community collaborations
- Facilitate client projects by soliciting services, providing good customer service and supporting youth to make sure services are delivered on time.
- Assist with grant writing and reporting
- Facilitate annual parent orientations for HR onboarding- review handbook , expectations, pay
- Supervise and hire teaching artists, speakers and volunteers to facilitate programming in four areas:
  - Ceramics
  - Business Skills
  - Graphic Design/Art Production
  - Health and wellness programming + Academic tutoring

#### Staff Management

- Supervise and support the growth of a team of staff that includes Program Coordinator, Program Assistant, Teaching Artists and workshop facilitators, Marketing Specialist, 20 high school youth and 10+ volunteers that assist with classroom support, tutoring and vending
- Facilitate periodic staff meetings

#### Youth Leadership

- Manage the Youth Leadership board through training to support a cooperative consensus meeting process held by youth
- Support youth leaders to plan and coordinate field trips
- Communicate in creative and fun ways business development to youth to facilitate their participation in the business such as:
  - Sharing income statements
  - Leading marketing and sales strategy with the group
  - Market research on consumer data
  - Retail training
- Recruit and hire new youth with youth leaders
- Manage and train alumni in paid leadership positions

#### Administrative + Accounting

- Monitor program budget and expenses for grant reporting
- Track youth hours and attendance
- Process monthly payroll for 20 youth through cooperative profit sharing model
- Manage inventory tracking, monthly income, yearly Profit and Loss statements for youth pay and accounting records.

## Marketing + Sales

- Support the Sales Coordinator in booking sales, managing and organizing inventory
- Recruit, train and manage volunteers to attend and supervise sales with youth
- Work with the Digital Marketing Specialist to create new content and post on social media
- Email marketing
- Create annual impact reports + print marketing materials and assets for social media (proficiency in Adobe Suite)

## Required Skills, Experience and Qualifications:

- Minimum 3 years high school youth development or education
- Minimum 3 years in supervisory role managing staff. Ability to motivate and encourage the leadership of others (youth and adults).
- Excellent communication skills for developing and maintaining relationships with youth, parents and community partners. Ability to resolve interpersonal conflict and hold youth accountable to high standards of excellence.
- Excellent written skills
- Proficient in MS Office (or similar software)
- Proficient in Adobe Suite (Illustrator, Photoshop, InDesign)
- Ability to work both independently and on a team
- Strong organizational skills and time-management
- Ability to initiate and follow through with multiple concurrent projects on tight deadlines
- Current driver's license and willingness to drive 15 passenger van when needed
- Willingness to work evenings and occasional weekends
- Must believe in and support the amplification of youth voice and power!

## Preferred Skills

- Passion for art and community
- Teaching experience
- Personal car, current driver's license