



Job Title: Youth in Business Summer Intensive Coordinator

Schedule: Mid May - August 14, 15 weeks;
Flexible schedule during the month of May 1 - June 15
8:00 am - 4:00 pm, June 17 - August 15

Compensation: \$30 per hour

Position reports to: Youth in Business, Program Manager

How to apply: Submit a resume and cover letter to: info@jubileeartsbaltimore.org.
In the cover letter please address why you are interested in and are a good fit for the position.

Come work with us (a little about your future co-workers!):

At Jubilee Arts, we believe in the power that artistic expression can have in facilitating change within communities. We are a small team, work hard, care about our community, and are driven to provide exceptional creative experiences for the over 2,000 participants that engage in our programming each year. We proudly serve as one of the key programs under Intersection of Change (IOC). IOC provides programs that enrich the economic, social, and spiritual lives of those living in Sandtown-Winchester and surrounding communities.

Have you heard about Youth in Business?

Jubilee Arts' Youth in Business (YiB) program is our key offering for high school-aged youth, developing their entrepreneurial mindset by providing hands-on experience managing an art-based business. Additionally, our youth receive personal, professional, and leadership development within the program through career and higher education planning. Our goal is that youth participants gain a stronger sense of self, create a community, develop their networks, and use lessons learned to help them successfully transition to achieve their goals post-high-school graduation.

Are you a good fit?

If you have a unique talent for building relationships with young people, enjoy managing the important details that ensure high-quality programming for our young people, and believe in the power of youth entrepreneurship, this position is for you!

Position Overview: The Youth in Business Summer Intensive Coordinator will take the lead in coordinating our Youth in Business Summer Intensive Programming. The Site Coordinator should have an appreciation for the arts, experience and find joy in working with high school-aged youth, and a commitment and believe in economic equity for youth.

About 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.

Required Skills:

- Experience working with youth (ideally ages 14 - 21)
- Event Planning experience
- Proficient at managing administrative paperwork and email correspondence

May 1 - June 15, Preparation Phase:**Planning**

- Support Program Manager in hiring and contracting summer teaching artists and alumni mentors
- Coordinate and confirm for teaching artists during the summer program
- Order supplies

Youth Outreach

- Contact youth and families in advance of the summer program- sharing work dates/specifics, work towards a 100% attendance on the first day of work
- Support Program Manager in planning and implementing the Parent meeting

Event Planning

- Plan the End of summer event (fashion show)
- Plan and implement the marketing strategy for the fashion show

June 17 - August 5, Programming Phase:

Youth Coordination

- Welcome youth each morning
- Fill out timesheets for youth daily
- Follow up with you and their families when you are late, absent, and need additional support
- Implement best practices for maintaining 95% average daily attendance

Programming Support

- Maintain and confirm the schedule for all programming youth, staff, and teaching artists (send confirmation emails, google calendar invites, text reminders)
- Set up space for teaching artists and ensure they have the supplies and equipment to teach
- Support teaching artist during each class with classroom management
- Assist Program Manager in managing the alumni mentors
- Confirm coordination with guest speakers and teaching artists to ensure programming is facilitated in a smooth and safe manner
- Lead weekly workshops with youth to plan the end of the summer fashion show
- Coordinate meal distribution provided by Baltimore City Summer Food Service Program
- Maintain daily attendance records for grant reports