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**September 2021**

## **Senior Manager of Youth Programs**

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. The Senior Manager of Youth Programs position plays a vital role in helping GrubStreet to support our mission.

Reporting to the Education Director, the Senior Manager of Youth Programs will manage, evaluate, and develop GrubStreet's Young Adult Writers' (YAWP) programs. This role will be vital in making sure that teens of all backgrounds and experience levels are welcomed and supported whether they write with us at our new Seaport location or at any of our community sites or schools events. This is a full-time permanent position. The Senior Manager of Youth Programs works in our fast-paced, friendly Boston office (with the majority of staff currently operating remotely). This position supervises the Youth Programs Coordinator, and works closely the entire team. Note that for exceptionally high-quality candidates who might not yet have the professional experience for this Senior Manager role, GrubStreet may consider adjusting this role to a Manager-level position and train toward a Senior Manager role in the future.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity, and inclusivity because we know that all people are vital and that their stories are our stories.

### **Job Description**

**Prioritizes commitment to access and equity across all programs for all classes and events.**

- Ensure that Grub's mission and commitment to Diversity, Equity, Inclusion, and Belonging is embedded and reflected in all YAWP

programs.

- Track metrics and data to report on progress, opportunities, and challenges.

### **Strategy and Evaluation**

- Develop annual and multi-year program strategies, develop tactics toward implementation, and report on the progress.
- Oversee and manage regular evaluation of YAWP programs, including but not limited to:
  - Conducting surveys and focus groups of the community (teens, parents, instructors, staff, organizational partners, etc.);
  - Researching and identifying best practices for creative youth development and community engagement;
  - Collecting and analyzing registration, attendance, and outcome data from Youth programs;
  - Analyze efficacy of YAWP programs on both a program and individual student level.
- Creates and implements strategies to increase student access and participation, particularly in underserved communities.
- Supports fundraising efforts, including contributing data and narrative for grants, attending relevant foundation meetings, and providing other supporting documentation.
- When needed, serve on committees to ensure that the youth program's needs are represented in broader strategic initiatives.

### **Program Administration and Communication**

- Oversees all YAWP programs: Free Saturday program, School Programs, Weeklong teen classes, Neighborhood teen classes, teen fellowships, and Slam Team. These responsibilities include:
  - Recruitment, coordination, and support for instructors/mentors.
  - Leading YAWP team on major projects and supporting problem-solving for team coordination efforts/events. Coordinating fellowship-related events, including the Muse and the Marketplace conference attendance.
  - Securing YAWP guest speakers, sometimes in coordination of other GrubStreet programs like The Muse & Marketplace Conference and/or Boston Writers of Color.
- Leads Scheduling and Operations for all of YAWP, guiding Program Coordinator and YAWP team on processes/best practices that relate to:
  - Communicating with students, parents, and partners.
  - Managing co-ops, interns, and volunteers (if applicable).

- All application-based program management, including scholarships
- YAWP budget management
- Reporting and program updates on a monthly, quarterly, and annual basis.
- Web page content management and marketing collaborations
- Problem-solving issues in a student-centered, contextualized, and culturally competent manner.

### **Engagement**

- Develops and maintains key partnerships, relationships, and initiatives, including relationships with local high schools, the Boston Public Library, and other entities as needed.
- Leads artistic direction of marketing content and copy for flyers, ads, and other collateral material along with newsletters.
- As needed, plans, leads, and runs events.

### **Qualifications:**

- Demonstrates GrubStreet's commitment to anti-racism and equity in all communications and interactions with community members
- 5+ years experience leading teen programs and partnership
- Strong interpersonal and communication skills required – both oral and written
- Strong organizational skills required
- Report writing experience
- Passion for working with people and supporting a team
- Detail-oriented
- Comfortable with technology (word processing, spreadsheets, web applications, etc.)
- Willingness to learn new skills, processes, and technologies
- Ability to work some nights and weekends

### **About the Organization**

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet, the largest creative writing center in the U.S., annually engages over 8,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate-level seminars.

Our teachers are working artists who bring the highest quality instruction and mentorship to storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities across Boston.

Our programs and offices are currently operating remotely in response to the Covid-19 pandemic, but this position requires in-person work in our Boston office.

### **Position Details**

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. The salary range for this position is \$55,000-70,000, commensurate with experience.

### **CONTACT INFORMATION**

**Instructions: Please submit your resume and cover letter at this link: <https://airtable.com/shr7iOIxjJZC4Foyp>. If you have trouble or have questions, please email [jobs@grubstreet.org](mailto:jobs@grubstreet.org) and put “Senior Manager of Youth Programs” in the subject line. We will begin interviewing candidates on October 8<sup>th</sup>, but applications will be accepted and reviewed on a rolling basis. No phone calls, please.**

**Position Status:** Full-time, exempt

**Position Level:** Senior Manager

**Reports to:** Education Director

**Location:** Boston