



Job Title:

CREATE Coordinator, .80 FTE

About Oasis For Girls:

The mission of Oasis For Girls is to partner with girls and young women of color from under-resourced communities to help them cultivate the skills, knowledge, and confidence to discover their dreams and build strong futures.

POSITION DESCRIPTION:

Oasis For Girls is seeking a highly qualified full time Program Coordinator to plan, implement, and evaluate the CREATE Arts Education program. The participant goals of the CREATE program is to learn how to use art for activism. This will be achieved through teaching girls various art forms, exposing them to art activists, developing a social action project around a girl chosen theme, and connecting their project to digital platforms. This position requires a creative, flexible, and self-motivated person who has the ability to build relationships with diverse young women, coordinate this innovative program, and work collaboratively with our small team.

The CREATE Program Coordinator is a 32 hour per week, .80 FTE non-exempt position. The CREATE Coordinator must be available to work Monday-Thursday from 11am-7pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement, and evaluate the CREATE Education program for high school girls, which teaches girls how to use art in activism, teaching them various art forms, using their art skills in a social action project, and connecting their project to digital platforms.
- Responsible for all aspects of program operations including facilities management, daily attendance, behavior management, coordination of workshops, and off site field trips
- Develop and refine curriculum to address goals and evolving needs of the program
- Manage the program budget in consultation with the Executive Director
- Cultivate and maintain community partnerships with guest workshop presenters from local community based organizations
- Ensure program curriculum meets organizational program goals and grant requirements when appropriate.
- Carry out program evaluation and make adjustments to program as necessary
- Maintain detailed and accurate records of program development, volunteer services and results for use in evaluations and reports to funders.
- Support outreach efforts through conducting onsite outreach at local schools and community based organizations each cycle.
- Support interviewing, selection, and notification of program participants each cycle.
- Support the planning, implementing, and evaluating with other program events including Orientation, Open House, Career Night, Gratitude & Celebration, and Graduation.

- Implement the Snack Program in partnership with Programs Team including picking up snack, serving snack, and documenting snack administration in compliance with city requirements.
- Provide program activity summaries, pictures, youth quotes, and youth work for marketing and development purposes.

ADDITIONAL RESPONSIBILITIES:

- Attend all staff and program meetings.
- Attend supervision meetings
- Conduct clerical tasks as needed.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- Two years experience teaching an art (visual, performing, literary, digital, etc.) to youth.
- Demonstrated experience in youth development programming including curriculum development, program coordination, and program evaluation.
- Group facilitation and student/classroom management experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with issues facing low income girls and young women of color as well as, the youth development framework.
- Commitment to social justice.
- Good listening, critical thinking, conflict resolution, and decision making skills.
- Ability to develop strong relationships and work closely with diverse stakeholders including staff, volunteers, students, and parents.
- Effective time management and organization skills.
- Clear and effective communication skills.
- Strong work ethic and ability to multi-task in a fast paced work environment, prioritize among competing pressing issues, take initiative, pay attention to details, and meet deadlines in an effective manner
- Willingness to embrace challenge, be flexible, and find creative solutions that fit within established priorities
- Enthusiasm for working as a member of a small, scrappy, grassroots team committed to a democratic process, a strong sense of teamwork, growth, and transparency.
- Playful, positive, curious, determined, and a collaborative problem solver
- Has an honest assessment of strengths and weaknesses in a work environment and is accountable for work responsibilities
- Familiarity with the Microsoft Office suite of products on a Mac based platform
- Bilingual in Spanish, Tagalog, or Cantonese desired

ORGANIZATIONAL RELATIONSHIPS:

Employee is required to work closely with diverse stakeholders including staff, volunteers, youth, and parents.

PHYSICAL DEMANDS:

Employee is required to sit for extended periods of time and work on a computer. Employee must be able to stoop, reach, grasp, lift, and carry objects up to 25 lbs.

WORK ENVIRONMENT:

The organization is located in an urban area with high foot traffic. The employee will be required to manage work with interruptions from phone, visitors, and clients. Some local travel required.

START DATE: Monday, August 26, 2019

COMPENSATION:

This is a 32 hour, .80 FTE non-exempt position. The CREATE Coordinator must be available to work Monday-Thursday from 11am-7pm. Salary DOE. Medical, dental, vision, life insurance, long term disability, 403b, and vacation benefits provided.

TO APPLY:

Please email a cover letter and resume concisely detailing your experience to cleal@sfoasis.org In your cover letter, please answer the following questions:

1. What is your art form?
2. What is your experience with activism and/or social justice issues?
3. How would you combine your art form with activism to create a meaningful program for high school girls?

Applications due by Monday, July 15th, but you are encouraged to submit your application as soon as possible. First review of applications will be on Monday, July 8th.

Oasis For Girls, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.