



SHARING STORIES • MAKING ART • BUILDING LITERACY
WWW.STREETSIDESTORIES.ORG

PROGRAMS MANAGER

OUR MISSION

Streetside Stories cultivates the voices of young people from underrepresented communities by teaching them how to write, illustrate, and share stories that honor their personal experiences.

STREETSIDESTORIES STORY

Founded in 1989, Streetside Stories is a nationally recognized community arts education non-profit located in the Mission District of San Francisco. We believe young people have important stories that deserve to be heard, and we hold a deep respect for students' voices. Our programs equip young people with tools to tell their own stories -- stories which are often misrepresented or missing from the dominant/mainstream narrative. In each workshop, students are placed at the center of their own learning and explore their lives through creative writing, comics, photography, animation, visual arts, and performance. Students share personal experiences and reflect on narratives of identity that include a focus on self, family, and community.

PROGRAMS MANAGER POSITION

Streetside Stories benefits from the Programs Manager's strong relationship building and management skills. This position serves as the bridge between the office and the classroom, supervises all Teaching Artists, and builds and maintains relationships with program partners to ensure quality learning experiences for young people.

The Programs Manager works out of our San Francisco office and travels to schools and community partner sites throughout San Francisco. This full-time exempt position reports to the Director of Programs. Streetside's regular work schedule is Monday through Friday, 9am to 5pm, with weekends and evenings as needed.

KEY RESPONSIBILITIES

Leadership

- Serve as a member of Streetside's Programs Team, which oversees the operation of Streetside programs
- Supervises, supports and collaborates with Streetside's Teaching Artists -- between six and eight itinerant part-time employees who facilitate school year and summer arts education workshops
- Lead the Programs Department in the Director of Programs' absence
- Participates in key organizational capacity initiatives (e.g., strategic planning)

Teaching and Learning

- Plan and implement a supervision/coaching/observation model designed to ensure program quality, efficacy and fidelity
- Co-design and oversee *Learning Communities*, Streetside's biannual professional development trainings in partnership with the Director of Programs

- Lead hiring and onboarding of Teaching Artists, including explanations of personnel policies and procedures in collaboration with the Administrative Manager
- Revise and maintain high quality curriculum and programming in alignment with best practices in arts and literacy education and creative youth development including Project Zero's Studio Habits of Mind and Visible Thinking Routines
- Maintain up to date knowledge of trends and best practices in arts and literacy education, technology education, and creative youth development
- Participate in ongoing development and implementation of Streetside's program evaluation process

Relationship Building

- Build and maintain collaborative relationships with after school partners to support program success
- Schedule workshops with partner sites and assign Teaching Artists to workshops
- Engage with a variety of Streetside stakeholders, including families and donors
- Support the planning and implementation of workshop showcases in collaboration with Teaching Artists and partner site staff
- Support the showcasing of student work in community based exhibitions and campaigns

Administrative

- Ensure Teaching Artist staff meet administrative goals, such as timely completion of paperwork
- Approve Teaching Artist timesheets and expense reports each pay period
- Coordinate all staff and administrative meetings in partnership with Director of Programs

Financial

- Support Streetside's earned income strategy
- Participate in Streetside's programmatic budgeting and financial management
- Assist with fundraising projects, including proposal development, events, mailings and data reporting
- Approve the purchase of program supplies with consideration of programs budget

Additional duties assigned as needed.

THE IDEAL CANDIDATE WILL POSSESS

- Commitment to social justice and Streetside's mission and values
- Experience working with under-resourced schools and underrepresented communities
- B.A. in education, arts, or equivalent professional experience. Teaching credential or Master's Degree in education or related field preferred.
- At least three years' experience in a management position at a nonprofit organization or school preferred, with experience hiring, training, supervising and evaluating staff
- Experience developing, implementing and strengthening arts education curriculum and planning professional development trainings
- Deep professional grounding in education theory and practice
- Arts education or teaching artist experience in classrooms and community spaces preferred, especially in visual, literary or media arts
- Excellent oral and written communication skills
- Flexible, supportive and able to maintain a positive attitude
- Proficient with the Apple OSX Operating System, Google Apps, Microsoft Office Suite, and Salesforce (or ability to learn cloud-based relational database software)
- Familiarity with Bay Area public schools, districts, and community organizations preferred
- Car with valid California driver license and insurance

COMPENSATION

This is a full-time, exempt position with an annual salary range of \$48,000 - \$52,000 depending on experience. Benefits include medical, dental, and chiro-acu insurance as well as paid sick leave and generous vacation. Commuter benefits are also available.

TO APPLY

Submit your resume and a letter of interest via email with Programs Manager in the subject line to jobs@streetside.org. Complete applications will be reviewed on a rolling basis. Position is open until filled.

Streetside Stories is an equal opportunity employer. We strive to uphold social justice values in all aspects of our work, from our programs to our organizational culture.