



## JOB DESCRIPTION • Manager of Youth Engagement

April 2023

### THE ELIOT SCHOOL

The [Eliot School](#) inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond.

~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus is on manual arts, including woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts/mixed media. Other programs include creative youth development, an annual artist's residency, talks and other events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability. This position supports all three.

More than half of our students are young people of color in Boston's public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We believe that imagination and art-making can support questioning, engagement, and recognition of one's power to shape one's world. As we rebuild from the pandemic, we remain committed to our mission – the mandate to serve all.

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### MANAGER OF YOUTH ENGAGEMENT

The Manager of Youth Engagement is a full-time position, reporting to the Director of Youth Engagement. This position oversees our School and Community Partnerships (SCP) during the school year and our Summer Program for Children (SPFC) during the summer. They are responsible for ensuring these programs' consistency with the Eliot School's mission, values, and strategic plans.

### PRIMARY RESPONSIBILITIES

#### Program Operations

- Oversee day to day program operations, including but not limited to scheduling, communication with partners, documentation tracking, and materials management.
- Oversee the implementation of evaluation tools and mechanisms and feed their results back to continual program improvement.
- In collaboration with Director of Youth Engagement, update evaluation tools and tracking processes that align with program goals and realities.
- Ensure program supports the goals and outcomes outlined in our program model, and uses the evaluation tools to measure efficacy
- Commit to collaboratively navigate racial equity transformation, building programs guided by commitment to racial equity.

- Attend monthly Youth Program team meetings, monthly all staff meetings, and other organizational meetings as needed

### Partnership Management

- Be the point person for staff at current and potential partnership sites.
- Maintain open, constructive communication with all partners and stakeholders.
- Oversee scoping and planning for potential partners: manage partner inquiry form, interview partners for mission fit, develop proposals and budgets for potential projects, in collaboration with Director of Youth Engagement

### Team Support + Supervision

- Recruiting and hiring teaching artists and assistants for the SCP, in collaboration with Director of Youth Engagement
- Support and supervising teachers and teaching assistants, in collaboration with the Professional Development Manager
- Conduct and oversee evaluation of teachers and aides, including classroom observation, reviews and other mechanisms, in collaboration with the Director of Youth Engagement

### WHAT WE'RE LOOKING FOR (minimum qualifications)

- Bachelor's degree in art/education, or equivalent work experience
- Minimum 2+ years of direct service youth work or youth programming coordination preferably in a school setting
- Minimum 2+ years of administrative/operations experience
- Strong project management skills
- Ability to balance multiple priorities and deadlines
- Ability to work both independently and cross-functionally.
- High attention to detail and excellent organizational skills
- Proactive communicator with excellent written and verbal communication skills
- Comfort with software/systems including Word, Excel, Google Calendar, Dropbox, and other systems.
- Commitment to racial equity, and willingness to engage in equity conversations in a professional setting

### WHAT WE'D LIKE TO SEE (preferred qualifications)

- 2+ years of management experience in an arts education or arts non-profit preferred
- Experience as a teaching artist
- Experience working as a partner with Boston Public Schools

### BENEFITS

- Health insurance
- 12 floating holidays
- 15 PTO days
- Additional sick /personal time
- 401(k) with employer retirement match

- Discount on Eliot School classes

**COMPENSATION: \$50,000-\$55,000 commensurate with experience**

Research shows that women and BIPOC (Black, indigenous, people of color) are less likely to apply for positions if they don't meet all of the qualifications. We encourage folks of all backgrounds and experiences to apply, and will consider all candidates that can speak to their ability to grow and excel in this role.

The Eliot School is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. The Eliot School does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, arrest record, conviction record, or any other personal characteristic protected by applicable law. This policy covers all programs, services, policies, and procedures of the Eliot School, including recruiting, hiring, training, promotion, and administering all personnel actions, such as compensation, benefits, transfers, layoffs or terminations.

**TO APPLY: Email your cover letter and resume with the subject Manager of Youth Engagement to [Cjohn@eliot.school.org](mailto:Cjohn@eliot.school.org)**