



Cultural Leadership – Program Director

Start Date: August, 2018

Hours: Full-time, salaried, exempt. Must be able to work some weeknights, 14-18 Sunday afternoons/evenings, three long retreat weekends, and travel three weeks in June. Some compensation time permitted for Sunday programs, retreats, and summer trip.

Reports To: Executive Director

Mission Statement: Cultural Leadership exists to create a more just and equitable community by educating middle school, high school, and college students to recognize and resolve issues of privilege and injustice through the lens of the African American and Jewish experience. Our students develop leadership skills, build relationships, facilitate dialogues and create change in their circles of influence.

Organization Overview: Cultural Leadership is a small nonprofit, with an annual budget of approximately \$300,000, guided by sixteen active board members. We deliver three, highly impactful youth education and leadership development programs that train more than 100 individuals each year, with a team of two full-time staff, one part-time staff person, and a variety of seasonal, contracted, and volunteer support. Our unique, award-winning curriculum is based on the African American and Jewish experiences, and prepares participants to combat bias, dismantle racism, and grow their leadership skills through an immersive educational experience. Our programs are open to all curious, courageous, change-the-world-type teens.

Our well-known High School Leadership program began in 2004 and is a yearlong education and training program for high school students and their parents. Camp Cultural Leadership, developed in 2014, is a condensed summer program for middle and high school students. And, new in 2017, the College Summer Internship Program provides professional opportunities for Cultural Leadership alumni in paid social justice oriented internships at St. Louis area nonprofits, government agencies, and corporations.

Now is an exciting and impactful time to be a part of Cultural Leadership. We are seeking an individual passionate about working in the field of social justice, who is professional and efficient, and able to contribute as a team member to Cultural Leadership's continued growth and success.

Position Description: Reporting to the Executive Director (ED), the Program Director oversees Cultural Leadership's three core programs assuring each program is implemented according to plan and in alignment with Cultural Leadership's goals and objectives. The Program Director is the lead staff person for the *High School Leadership program*, and handles all recruitment and selection of participants, program logistics, and student and parent communications. The Program Director also manages the Facilitation Team (contracted trainers), who deliver student and parent programs for the High School Leadership Program. The Program Director will be assisted with recruitment activities and trip logistics with a part time Program Associate (PA), in the spring, and ideally fall. The Program Director, hires all *Camp Cultural Leadership* staff, in coordination with the Executive Director, and manages the recruitment of camp participants. The Program Director will work with the Executive Director to oversee Cultural Leadership's *College Summer Internship Program*, and work with skilled volunteers to manage the growth of this new program.

The Program Director is expected to complete, collect, and generate a report for each program from participant feedback forms and pre and post-tests, and will work with a Program Committee that includes evaluation experts who will provide input on curriculum and evaluation. The Program Director assists the ED with program budgeting by tracking expenditures, updating spreadsheets, providing input, and producing reports on each program at its conclusion.



The Program Director must be a strong writer and is responsible for program content for Cultural Leadership's monthly e-newsletter, and coordinates with the Executive Director to plan and produce Cultural Leadership's annual printed newsletter. The Program Director must be familiar with social media outlets (Facebook, Twitter, Instagram, LinkedIn), and is responsible for developing and maintaining social media communications for the organization and the three programs.

The Program Director is also responsible for some fundraising activities, including the High School program annual Rake-A-Thon, and the student fundraising workshop. The Program Director is also expected to participate and support Cultural Leadership fundraising events throughout the year, including but not limited to managing student and alumni participation in these events. Some grant research and writing may be asked of the Program Director, as well.

Skills Desired: a resourceful, flexible, energetic, takes initiative, professional who has experience with:

- Working with teens; strong social skills with youth and adults, especially from diverse backgrounds,
- Involvement with and passion for social justice,
- African American history and culture, and/or Jewish history and culture,
- Program evaluation and tools, and have strong writing and editing skills;
- Managing people and projects, and have strong administrative and planning skills.

Position Responsibilities:

- Plan, implement, and oversee all aspects of the yearlong *High School Leadership Program*;
 - Work with PA to recruitment and select of diverse class of 24-28 students each year
 - Manage communications with parents and students
 - Work with AA to collect tuition fees; work with ED to award financial assistance
 - Oversee and implement with Facilitation Team all planned programs, and activities
 - Recruit, and with ED input, hire Trip Leadership team
- Oversee successful implementation of *Camp Cultural Leadership*;
 - Work with PA and Recruitment Committee to register 18-24 students each year
 - Work with AA to collect registration fees; work with ED to award financial assistance
 - Recruit and hire Camp staff – Director and Counselor(s)
- Work with ED and skilled volunteers to implement the *College Summer Internship program*
 - Recruitment of and communication with alumni applicants, and organization host sites
 - Assist with cohort program planning and logistics
- Mentor and train students in all three programs in leadership skills, life issues
- Work with Program Committee to get input on curriculum and evaluation for all programs
- Work with Recruitment Committee to ensure diversity of participants for all programs
- Work with ED to develop budgets, track expenditures, and complete end of program reports
- Support fundraising events and efforts; take the lead on student fundraising activities
- Manage monthly e-newsletter, and social media; work with ED to produce printed newsletter

Education and Experience:

- College degree required, MSW or Master's degree preferred
- Awareness of mental health issues and resources, especially relevant to teens, desirable
- Professional work experience, preferably in a related field

Salary Range: \$38,000 - \$48,000; welcoming place to work with paid benefits.

To apply: Please send cover letter, resume and references to jobs@culturalleadership.org. Interviews to be conducted in August. Please visit our website at www.CulturalLeadership.org to learn more about us.