



Site Coordinator Youth Programs Job Description

Organizational Description

Mission: Deep Center empowers Savannah's young people to thrive as learners, community leaders, and agents of change. Through creative writing, cultural production, and art, Deep creates platforms for the city's youth and the village of support around them, including their families and adult allies, to share stories, engage in debates, and make Savannah a more just and equitable place.

Activities: Deep Center's framework is anti-racist, trauma-informed, and culturally responsive. We promote a roots-cause model of youth and community development that works on three parallel tracks: direct service, systems change, and narrative change. Deep lifts up youth and their village, advocates for just policies, and disrupts dehumanizing narratives with firsthand stories about youth and their families healing, growing, and thriving through individual growth and collective action.

Site Coordinator

Deep's Site Coordinator, Youth Programs is responsible for the effective implementation of Deep's introductory Young Author Project (YAP) programming at middle and high school partner sites.

The Site Coordinator, Youth Programs position requires exceptional organization, partnership management, and training skills. The Site Coordinator is responsible for implementation of transformative creative writing and social justice programming for youth, schools, and communities with a variety of needs. Whether working on-site at schools or at sites in the community, the Site Coordinator guides youth and partner sites as they support critical literacy and healing centered pedagogy through the written word.

The Site Coordinator, Youth Programs is a 10-month (August-May), 40 hour a week position that is paid hourly. (Rate of pay is \$21.60/hr)

Deep Center is an equal opportunity employer and welcomes everyone to join our team. We strongly encourage people of color, LGBTQ+ people, and those with lived experiences that reflect the Savannah community to apply.

Aren't sure if you meet every single requirement? Studies have shown that people from marginalized communities are less likely to apply to jobs unless they meet every single qualification. At Deep Center, we are dedicated to building a diverse, inclusive and equity-driven workplace. So if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Core Competencies

- Identification as a creative writer and understanding the arts role in building community, healing, and social justice
- An assets-based framework for working with youth and families from diverse cultural and linguistic backgrounds towards a more just and equitable world
- Skilled in surveying, documenting, and drafting reports to generate site-specific data
- Strategic collaboration with team around program implementation, analysis, and effectiveness

Young Author Project Implementation

- Support the recruitment, hiring, and training of volunteer writing mentors to co-lead weekly workshops that respond to young people's and the community's needs
- Support the school liaison (Ed Fellow) in the recruitment of youth program participants
- Conduct evaluation of workshop quality, volunteer performance, program effectiveness, and facilitation of youth-centered dialogue and composition that supports literacy, agency, and learning for young people and their village
- Skilled in proofreading, editing and familiarity with different forms of literary works (i.e. poetry, prose, fiction) in support of publication efforts and youth literary works
- Support the planning of community- and team-building events for adult stakeholders in Deep's writing community, including writing fellows and teaching artists
- Maintain strong, strategic relationships with site partners and adult stakeholders for the successful operation of youth programming

Human Resource Management

- Support, plan, and coordinate the work of Young Author Project volunteer writing mentors
- Ongoing documentation of evaluation, skills development, and learning plans for volunteer writing mentors and progress records of the youth they are supporting

General Responsibilities

- Assist in the evaluation of youth performance/growth, workshop quality, and program effectiveness as set forth by Manager, Youth Programs
- Assist in collaboration across programs to further Deep's mission and goals
- Attend ongoing training and development in Deep's method and pedagogy
- Provide feedback to help develop Deep's sequential curriculum across programs
- Attend key Deep Center events as determined annually by Director, Youth Programs
- Attend regular organizational meetings, such as weekly staff meetings, board/staff retreats, strategic planning events

Benefits

Position is eligible for a benefits package that includes health, vision, and dental insurance, short & long-term disability insurance, an employer sponsored retirement plan, and generous paid time off.

How to Apply

To apply, email a cover letter, resume, and three examples of your strongest writing (any genre) to jobs@deepcenter.org. Include "Site Coordinator" in the subject line. **NO PHONE CALLS PLEASE.** Application review will begin immediately and continue on a rolling basis until the position is filled.