



Manager, Youth Programs Job Description

Deep's Program Manager role is a salaried full-time position (40 hours/week) based out of the Deep Center office in Savannah, GA. The Program Manager reports directly to the Director of Youth Programs and is responsible for designing, implementing, and leading youth creative writing and leadership programs.

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

- An assets-based framework for working with youth and families from diverse cultural backgrounds towards a more just and equitable world
- Understanding of social, economic, and cultural systems and how historical and contemporary structural injustices adversely affect some communities while benefiting others
- Having an anti-racism lens, and an ability to talk fearlessly about race, class, gender, sexuality, migration, ability, and structural injustices

Program Design and Implementation

- Recruit, hire, and train volunteer writing mentors to co-lead weekly workshops that respond to young people's and the community's needs
- Develop, implement, and evaluate recruitment strategies to expand the number of volunteers and youth in programs
- Evaluate workshop quality, volunteer performance, program effectiveness, ensuring facilitation of youth-centered dialogue and composition that supports literacy, agency, and learning for Deep's young people and their village of support
- Assist young people with creation and exhibition of final products, including collecting and editing student work for publication
- Plan community-building events and artist development opportunities for adult stakeholders in Deep's writing community, including writing fellows and teaching artists
- Maintain strong, strategic relationships with site partners and adult stakeholders, including community partners and parents, for the successful operation of youth programming

- In consultation with Director, Youth Programs, recruit and manage creative partners (illustrators, designers, photographers, etc.), as needed
- Develop and refine program curriculum and ensure alignment with Deep method and pedagogy
- Coordinate end of semester events and publication of anthologies of youth writing

Human Resource Management

- Direct, plan, and coordinate the work of teaching artists, including supervision and evaluation, training and team building.
- In consultation with the Director, Youth Programs, responsible for hiring, coaching, and management of teaching artists, as well as contracting and oversight of visiting artists

General Responsibilities

- Assist in the evaluation of youth performance/growth, workshop quality, and program effectiveness as set forth by Director of Youth Programs
- Assist in developing program curricula, ensuring alignment with Deep method and pedagogy
- Support in the training, management, and professional development of teaching artists
- Assist in collaboration across programs to further Deep's mission and goals
- Maintain strong, strategic relationships with site partners
- 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 of Youth Programs
- Attend regular organizational meetings, such as weekly staff meetings, board/staff retreats, strategic planning events

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions.
- Frequently requires navigating a physical office space and attending meetings and events at alternate locations.
- Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials

Salary Range: \$48,000 - \$50,000 - commensurate with experience

Benefits: Health, vision, and dental insurance, short & long-term disability insurance, employer

sponsored retirement account, and generous paid time off.

Location: Savannah, GA

Start date: August 2024 (position open until filled)

How to Apply

To apply, email a cover letter, resume, and three examples of your strongest writing (any genre) to jobs@deepcenter.org. Include “Youth Program Manager” in the subject line. **NO PHONE CALLS PLEASE. Applications without a cover letter will not be considered.** Application review will begin immediately and continue on a rolling basis until the position is filled.