



**JOB TITLE:** Program Manager

**CLASSIFICATION:** Part-time, Non-Exempt

**HOURS:** 20-25 hours per week, occasional weekend and evening hours required

**SALARY:** \$30 per hour

**REPORTS TO:** Executive Director

### **POSITION SUMMARY**

California Poets in the Schools seeks an individual with a passion for connecting people throughout California to a high quality literary arts education. The ideal candidate is driven, energetic and creative, excels in a self-directed work environment, and is highly committed to equity in the arts. The Program Manager will be accountable for CalPoets' program excellence and expansion throughout California. The Program Manager can live and work remotely from any California county. Occasional travel to other California counties is expected.

California Poets in the Schools' vision is to enable youth in every California county to discover, cultivate and amplify their own creative voices through reading, analyzing, writing, performing and publishing poetry. When students learn to express their creativity, imagination, and intellectual curiosity through poetry, it becomes a catalyst for learning core academic subjects, accelerating emotional development and supporting personal growth.

### **POSITION DUTIES**

#### ***Tier 1 Priorities - immediate need***

- Envision, plan and implement a streamlined Poet-Teacher certification process involving both an online and in person component
- Oversee and manage communications and annual training for new and prospective Poet-Teachers throughout the state
- Oversee the design and implementation of one youth-led, CalPoets' sponsored-event annually
- Assist ED with the creation and implementation of an organizational social media marketing plan
- Oversee the annual creation of a professionally rendered, statewide youth publication
- Attend CalPoets' board meetings, and other committee meetings as needed

#### ***Tier 2 Priorities - if capacity allows***

- Represent California Poets in the Schools at various literary events throughout the state



- Expand CalPoets programs to at least one new California county in 2022
- Travel to designated, active CalPoets' counties annually to meet with Poet-Teachers, attend local events and festivals, build relationships and morale
- Assist with planning and implementation of CalPoets' Statewide Symposium

## **EXPERIENCE AND QUALIFICATIONS**

A successful candidate will have strong project management experience as well as the following qualifications:

- A genuine passion for the literary arts and arts education;
- 3-5 years project management experience including planning and implementing events, classes, workshops and trainings, both virtual and in person, for youth and adults;
- Demonstrable experience in the creation of professionally rendered publications - book, broadsides, etc;
- Self-motivated leader with an ability to consistently meet project goals and deadlines
- Detail oriented, well organized;
- Strong communication skills: articulate with proven ability to write effectively and speak persuasively, willing to have difficult conversations to build community;
- Proficient with MS Word, Google Docs, Excel, and database work;
- Bilingual and/or having significant cross-cultural experience or understanding.

## **ATTRIBUTES**

A successful candidate will embrace CalPoets' values and culture, including the following:

- Share CalPoets' commitment to fairness and equity in arts education;
- Genuinely loves working as part of a collaborative team;
- Creative;
- Empathic and caring;
- Positive problem solver;
- Punctual and professional;
- Enjoys learning and supporting the work of others;
- Works best in busy work environment, managing multiple variables with divergent goals;
- Flexible;
- Enjoys contributing to a positive work environment.

## **COMPENSATION/BENEFITS**

- Pay for this position begins at \$30 per hour
- Annual paid vacation, sick days and federal holidays (prorated for part time position)
- Reimbursement for applicable business travel (mileage, flights, lodging) up to \$2,000 per year



## **TO APPLY**

Interested applicants should send a BRIEF AND SPECIFIC cover letter and resume to California Poets in the Schools~ attn: Executive Director, PO Box 1328, Santa Rosa CA 95402 OR [info@cpits.org](mailto:info@cpits.org). Please include 2-3 links or work samples that exemplify your relevant qualifications. This position is open until filled.