



# JOB ANNOUNCEMENT

PROJECT	<a href="#">Youth Beat (Fiscally Sponsored Project)</a>
ORGANIZATION	<a href="#">Oakland Public Education Fund</a>
JOB TITLE	<b>Youth Beat - Chief Operating Officer</b>
REPORTS TO	Chief Executive Officer
TIMELINE	<ul style="list-style-type: none"><li>• Applications accepted starting <b>June 22, 2023</b></li><li>• Hiring <i>immediately</i>, position open until filled.</li></ul>
JOB DETAILS	<ul style="list-style-type: none"><li>• Full-Time, Salary, Exempt</li></ul>
COMPENSATION	<ul style="list-style-type: none"><li>• Starting wage commensurate with experience, Salary Range: \$90K to \$110K Annually</li></ul>
BENEFITS	<ul style="list-style-type: none"><li>• Health Insurance, Dental, Vision</li><li>• Vacation/Sick Accruals</li></ul>
HOW TO APPLY	<p><b>Please read the following in order to avoid application delays:</b></p> <p>Please do not send your application directly through email.</p> <ul style="list-style-type: none"><li>• Click <a href="#">here</a> to apply or copy and paste the link below to your browser: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=110296&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=110296&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</a></li></ul> <p>Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</p> <p>Unfortunately, the volume of applications will prevent us from responding to all applications received.</p>

## ABOUT THE ED FUND:

The Oakland Public Education Fund is the fiscal sponsor for Youth Beat. The Oakland Public Education Fund leads the development and investment of community resources in Oakland public schools so that all students can learn, grow, and thrive.

Teaching Artists will be employees of the Oakland Public Education Fund working at Youth Beat. [www.oaklandedfund.org](http://www.oaklandedfund.org).

#### **ABOUT YOUTH BEAT:**

Youth Beat is a non-profit program (fiscally sponsored by the Oakland Public Education Fund) that helps underserved Oakland youth reach for their dreams and succeed. Using media arts as a vehicle for social change, we **educate, empower, and employ** teens and young adults– creating a career pipeline for low-income youth of color in the media industry.

At Youth Beat, young creatives gain skills and knowledge needed to access careers in the media industry. Our programs reach 350+ Oakland students each year, who learn from accomplished media professionals and get hands-on training and job experience in video production, filmmaking, animation, photography, and design. Program participants also build confidence, teamwork and other soft skills required for success in any career.

Youth Beat's social enterprise production company -- Youth Beat PRO -- produces high-quality professional videos and media for clients while also providing exceptional, real-world work experience for students and alumni.

#### **ABOUT THE ROLE:**

Youth Beat is at a critical inflection point of growth and expansion. Over the last two years the organization has doubled in size– and expanded to not only reach more Oakland youth, but also extend services into young adulthood through hands-on apprenticeship, pre-apprenticeship, and career mentorship programs. Through these efforts, and working in partnership with industry partners such as Sony, Pixar, and Arts2Work, we seek to make good on the promise of building a true career pipeline from Oakland public schools to the media industry.

Youth Beat is now seeking an experienced, visionary leader to oversee day-to-day functions of the organization, manage Youth Beat's mission work and cultivate a positive organizational culture that promotes wellness and connection among staff. The COO will be responsible for managing operations, finance, human resources, and administration, as well as ensuring the organization operates efficiently and effectively in support of Youth Beat's mission and strategic goals.

**DUTIES AND RESPONSIBILITIES:**

- Develop and implement operational policies, and procedures to ensure the efficient and effective functioning of the organization as a whole.
- Support senior staff to develop program models and community partnerships that ensure continuous program quality improvement.
- Oversee and manage the organization's finance, human resources, and administrative functions, including budgeting, financial reporting, payroll, recruitment, and performance management.
- Work closely with the CEO and senior leadership team to develop and implement strategic plans and initiatives that support the organization's mission and goals.
- Ensure compliance with all legal, regulatory, and ethical standards and requirements.
- Develop and maintain relationships with external stakeholders, including funders, community partners, and government agencies.
- Represent the organization in public and professional settings, and promote its programs and services.
- Lead and manage a high-performing team of employees, providing mentoring, coaching, and professional development opportunities.
- Work collaboratively with fundraising, communications, and operations teams to ensure that external facing efforts align with internal operations and advance Youth Beat's mission
- Partner with the CEO to ensure Youth Beat's Board is informed and engaged in strong governance practices, attending all Board meetings (occasionally facilitating/presenting) and facilitating critical board governance tasks such as fiscal oversight and program reviews.
- Foster a culture of collaboration, innovation, and continuous improvement across all departments.

**REQUIRED QUALIFICATIONS:**

- Bachelor's or Master's degree in business administration, nonprofit management, or related field.
- 5+ years of senior-level management experience, including operations, finance, human resources, and administration.
- Has experience managing operations with complex funding streams, HR functions and other compliance needs
- Has led or managed non-profit financial activities such as accounting, budget building and fiscal management
- Strong strategic planning, analytics, problem-solving, and implementation skills.

- Demonstrated ability to lead and manage a high-performing team of employees.
- Excellent communication, interpersonal, and organizational skills.
- Experience leading in a nonprofit context, preferably with a similar media or youth-serving organization.
- Demonstrated commitment to diversity, equity, and inclusion and commitment to Youth Beat's mission and values.
- Knowledge of current best practices in nonprofit management and youth development.
- Able to communicate and engage effectively with stakeholders, board members, and community partners in developing productive partnerships that drive forward Youth Beat's mission.

#### **EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:**

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.