



JOB ANNOUNCEMENT

PROJECT	Youth Beat (Fiscally Sponsored Project)
ORGANIZATION	Oakland Public Education Fund
JOB TITLE	Youth Beat - Program Manager
REPORTS TO	Chief Executive Officer
TIMELINE	<ul style="list-style-type: none"> • Applications accepted starting October 20, 2023 • Hiring <i>immediately</i>, position open until filled.
JOB DETAILS	<ul style="list-style-type: none"> • Full-Time, Salary, Exempt • In-Person/Onsite
COMPENSATION	<ul style="list-style-type: none"> • Starting wage commensurate with experience, Salary Range: \$70K to \$75K Annually
BENEFITS	<ul style="list-style-type: none"> • Health Insurance, Dental, Vision • Vacation/Sick Accruals • Holiday Paid • Sponsored 401K (non-matched)
HOW TO APPLY	<p>Please read the following in order to avoid application delays:</p> <p>Please do not send your application directly through email.</p> <ul style="list-style-type: none"> • Click here to apply or copy and paste the link below to your browser: <p>https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=125140&clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</p> <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.

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 seeks a dynamic and dedicated **Program Manager** to help maintain program quality and build capacity within our rapidly expanding organization. The Program Manager will play a vital role in shaping the educational and professional journey of the youth we serve. This position offers an exciting opportunity to help lead our instructional team, develop curriculum, build relationships with students and schools, and ensure that our programs continue to thrive.

The Program Manager will assist the Education Director with maintaining the quality of all education programs, including meeting with school sites, coaching staff, developing curriculum, and facilitating and coaching in our young adult apprentice program. The Program Manager will oversee data collection, including attendance, participant quotes/testimonials, and surveys. They will also support alumni outreach

and engagement efforts, to support alumni and help build community.

DUTIES AND RESPONSIBILITIES:

- **Instructional Support:**

- Work with the Education Director and instructional team to develop engaging and relevant curriculum, ensuring that our programs align with the needs and aspirations of our youth.
- Fill in and sub as needed to deliver programming and serve students when staff are unable to be present.
- Provide support and training to program staff, interns, and volunteers.

- **School Partnerships:**

- Work with the Education Director to build and nurture relationships with local schools, staying in close contact with school staff, counselors, and principals to enhance our programming and address any issues that may arise.
- Participate in periodic site visits and classroom observations to ensure program quality.

- **Student Recruitment:**

- Actively recruit students from diverse backgrounds, making sure that Oakland youth have access to our programs and can navigate the ongoing, rolling enrollment process effectively.
- Represent Youth Beat at community events to spread the word about our programs and recruit participants
- Help create fliers, videos, decks, and other materials for outreach and recruitment.

- **Facility Management:**

- Oversee the KDOL studio and classroom space, maintaining cleanliness, equipment inventory, and preparation for classes and production shoots.
- Help coordinate gear checkouts for students, staff, and classes

- **Student Evaluations & Data Tracking:**

- Assist in the planning and conducting of evaluations to assess student competencies in classes and internships, helping them prepare for future careers
- Maintain accurate attendance, enrollment, and data tracking systems to support grant reporting and internal program evaluation. Ensure that program staff are consistently recording attendance and providing qualitative updates for their classes.

- **Grant Compliance & Reporting:**

- Assist in ensuring that Youth Beat meets its grant compliance requirements, including documentation and reporting.
- Create regular reports and updates from our education programs and collect student testimonials to feed into communications and development efforts.
- **Student Work Distribution:**
 - Regularly track and update student films into the KDOL Broadcast system and update Youth Beat's internal tracking system of student work.
 - Manage quarterly submissions into local and national film fests.
 - Regularly curate a best of folder for student work that can feed into Youth Beat communication & development efforts.
- **Alumni Engagement:**
 - Help coordinate alumni engagement efforts to help young adult creatives access career opportunities
 - Communicate with Youth Beat's alumni network, providing support while tracking outcomes and impact stories for development purposes.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in education, film production, or related field preferred.
- 2+ years of experience in program management (ideally with a youth organization), curriculum development, or media production.
- Experience working with youth and young adults from diverse backgrounds.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Proficient in Slack, Google Workspace, and the Adobe Suite.
- Ability to work independently and collaboratively in a team environment.
- Passion for youth media and commitment to 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.