



JOB ANNOUNCEMENT

PROJECT	Youth Beat (Fiscally Sponsored Project)
ORGANIZATION	Oakland Public Education Fund
JOB TITLE	Youth Beat Program Manager
REPORTS TO	Youth Beat Executive Director
TIMELINE	<ul style="list-style-type: none"> • Applications accepted starting May 2, 2024 • Hiring <i>immediately</i>, position open until filled.
JOB DETAILS	<ul style="list-style-type: none"> • Full Time, Salaried, Exempt • This is an in-person position. <ul style="list-style-type: none"> ○ The Program Manager will work onsite at least four days a week, with the possibility to work remotely on Fridays depending on that week's program needs. The daily schedule will vary from week to week but includes 1-2 mornings per week (8am start time) for our morning classes and 1-2 afternoons per week (6:30 end) for our after-school programs.
COMPENSATION	<ul style="list-style-type: none"> • Starting wage commensurate with experience, Salary Range: \$70,000 - \$80,000
BENEFITS	<ul style="list-style-type: none"> • Generous Vacation and Sick Time Accrual • Average of 13-15 Paid Holidays per year • Health, Vision, and Dental Insurance • Sponsored 401K Plan (non-matched)
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none"> • Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews. • Unfortunately, the volume of applications will prevent us from responding to all applications received. • Please send application to contact@youthbeat.org and with the following instructions: <ul style="list-style-type: none"> ○ Subject: "Youth Beat Program Manager" - First and Last Name ○ Please include: Cover Letter and Resume.

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 helps Oakland youth reach for their dreams and succeed. At Youth Beat, young creatives of color gain skills and knowledge needed to access careers in the media industry. They learn from accomplished media professionals and get hands-on training and job experience in video production, filmmaking, photography, design, and animation. Program participants also build confidence, teamwork and other soft skills required for success in most any career.

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

Youth Beat is a fiscally sponsored project of the Oakland Public Education Fund.

ABOUT THE ROLE:

Youth Beat seeks a dynamic and dedicated **Media Academy 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.

The Program Manager is a full-time, in-person role that reports to Youth Beat's Education Director and is based at our studio, KDOL-TV. In addition to managing our media education programs, the Program Manager will play a key role in making sure the space, equipment, and production gear are prepared and utilized for student use so that staff and students get all the resources and support they need.

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 teach as needed to deliver programming and serve students
 - 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.

