



## **Director of Programs at Lake Erie Ink**

*Lake Erie Ink: a writing space for youth is a nonprofit that provides creative expression opportunities and academic support to youth in the greater Cleveland community.*

Lake Erie Ink programs include on-site after school programs, evening, weekend and summer workshops and programs held in schools and other youth serving community organizations. Lake Erie Ink also provides direct programming that supports teachers in delivering creative writing curricula in line with state and district standards.

### **General Description:**

The Director of Programs is responsible for the development, implementation, evaluation, and supervision of programs, developing and sustaining partnerships with other organizations, outreach to and recruitment of participants and volunteers, and staff management. The Director of Programs reports directly to the Executive Director and contributes to the leadership, strategic planning, and goal setting of the organization regarding ongoing programs and mission fit.

### **Summary:**

- Position is full time, year-round, and includes some weekend and evening hours.
- The Director of Programs works closely with and reports to the Executive Director, is part of the organization's leadership team and has input into all operations that impact programming.
- Position offers two weeks of paid vacation, and 5 personal days, to be scheduled during low program time and per ED approval.
- \$50,000 annual salary plus benefits

### **A successful candidate will have the following:**

- At least three years' experience working with youth in an educational or social service setting
- Experience developing and managing programs designed to enhance students' academic, social-emotional and/or life skills
- At least two years' experience in a leadership role, developing and managing staff
- Excellent communication skills, both written and verbal
- Strong organizational skills
- Passion for writing and the creative process
- Detail oriented
- Proficiency working with a database and excel
- Creative problem solving skills
- Ability to work on multiple projects at the same time
- Self-motivated and able to work collaboratively with others
- Flexibility, patience, and a sense of humor
- Ability and willingness to adapt to a variety of duties and priorities.
- Experience with digital programming
- College graduate with degree in Education, Social Work, Community Arts, or related field preferred.

**Responsibilities include:**

- Developing and maintaining relationships with schools and other youth-serving community organizations.
- Planning, implementing and supervising programs in schools and other organizations, including initiating contacts, setting schedules, and following up on program delivery and outcomes.
- Coordination and supervision of on-site programming, including Ink Spot, Weekend Ink and Summer camps.
- Creating program schedules that match teaching artists with school and community needs.
- Managing the collection of participant and program data
- Working with marketing staff on outreach, promotion, and recruitment of participants for on-site programs.
- Supervision and support of LEI teaching staff to ensure goals and objectives are met.
- Evaluation and assessment of program delivery and impact
- Recruitment, training and supervision of volunteers and interns
- Creating program and evaluation reports and contributing success stories for publication.
- Participation in regular meetings with the leadership team.
- Working with Education Director to facilitate regular staff meetings and training sessions.
- Participation on the program committee and other relevant advisory committees of the board.
- Assisting the Executive Director and others on the leadership team as needed.

Lake Erie Ink is an equal opportunity employer and values diversity and inclusion. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation or preference, gender identity, disability status, veteran status, marital status, height, weight or any other characteristic protected by law.

Interested applicants should submit a resume and cover letter via email to Executive Director, Amy Rosenbluth at [arosenbluth@lakeerieink.org](mailto:arosenbluth@lakeerieink.org)

*Lake Erie Ink: a writing space for youth, envisions a community where youth discover their voices, share their ideas and inspire each other as valued participants*