

UP for Learning Program Director

Overview:

[UP for Learning](#)'s mission is empowering youth and adults to reimagine and transform education *together*. The Program Director is responsible for leading an array of innovative programming and facilitation responsibilities, communications, and development work that serve to amplify the roles and responsibilities of youth as full partners in learning and educational change. This Program Director will be primarily responsible for programming related to Restorative Practices/Justice and Social Emotional Learning.

This full-time, salaried position requires a minimum of 40 hours per week. Expectations include availability within a standard work day (i.e. 8:00am - 4:30pm) and a willingness to be flexible in scheduling to respond to the needs of schools and community partners (ex. evening or weekend as UP schedule requires).

Essential Job Responsibilities:

1. Work as a creative lead collaborator with Program Associates and Directors on:
 - a. Design and facilitation of a variety of UP for Learning's programs
 - b. Outreach to school and community partners
 - c. Coaching with teams and individuals
 - d. Communications to teams and other community partners
 - e. Logistics of team meetings, program retreats/workshops and organizational conferences
2. Oversee and manage all aspects of assigned program(s) (recruitment, retreat planning and facilitation, on and off-site coaching, curriculum design and updating, and enhancement, etc.), working in collaboration with the UP team. Deep listening and proactive response to felt needs; co-construct work with school/community partners. Evaluate the program on an ongoing basis, and continually improve the model as needed.
3. Implement a communications plan that has been developed by the UP team to educate others about the organization's work, including the guiding principles and practices. Document and share program work on a regular basis, including through social media.
4. Assist in the design and hosting of UP conferences and workshops. Including:
 - a. Organizing and delivering presentations
 - b. Coordinating youth and adult design/facilitation team
 - c. Co-designing content
 - d. Tending to all logistical aspects
5. Network with agencies and organizations that share UP's mission and vision, continually exploring meaningful opportunities for youth to assume authentic roles in school change as partners.

6. Assist in development/fundraising work, creating, expanding and tending donor relationships and seeking new opportunities for grant expansion. Strengthen UP for Learning through sound administrative practices.

Preferred Qualifications: - Skills, Knowledge and Abilities

1. A deep belief in the innate ability of youth to contribute to the change we need in order to create equitable and antiracist educational communities.
2. A Master's degree in education, public health, social work, social justice education, cultural foundations of education, health education, health promotion, counseling or related field; or the equivalent combination of education and experience.
3. Experience working with youth in the areas of identity, power, privilege, bias, intersectionality, intergroup dialogue, dialoguing across difference, diversity and inclusion, social justice, restorative justice and practices, cultural competency, public health, social work, wellness, health education, or related field.
4. Experience designing and facilitating interactive and engaging workshops both in person and virtually.
5. Exceptional communication and interpersonal skills, able to effectively communicate across a broad array of ages and personality types.
6. Demonstrated ability to foster positive and productive relationships with a variety of stakeholders (e.g. youth, school staff, and community partners).
7. High degree of comfort working as a part of a flexible team and scheduling structure, possessing a keen ability to move between projects, adapt to new situations, and stay focused on a wide variety of tasks and assignments.
8. Excellent organization skills, with attention to detail
9. A self-initiator, able to work independently, managing time and resources well
10. Proficiency with online/cloud resources for collaboration and document work
11. Willingness to be an integral team member
12. Sense of humor and optimism
13. History of advocacy for educational change, including elevating the roles & responsibilities of youth as full partners

Important Information:

UP for Learning is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. UP for Learning retains the right to change or assign other duties to this position.

All UP for Learning staff work primarily from their homes virtually, and travel to our Montpelier office, schools and other locations for meetings, trainings, workshops, conferences, and presentations.

Reliable transportation and ability to travel throughout the state of Vermont is a requirement.

Salary and benefits commensurate with experience. Salary range \$65,000-\$70,000. Benefits include vacation/medical leave, retirement, health insurance contribution.

UP for Learning's Commitment to Antiracism:

UP is striving to be actively anti-racist in our work as an organization, as well as in our lives as the youth and adults who form our organization. UP Faculty, Board of Directors, and Youth Advisory Council members agree to meet regularly to check in about how we are holding ourselves accountable, educating ourselves and taking action to combat systemic racism. In these conversations, we repeatedly return to the importance of listening to the voices of Black, Indigenous, and People of Color (BIPOC). White communities cannot continue to form opinions about what is going on without hearing BIPOC voices. It is the responsibility of the rest of us right now to stop, listen, learn and then act in solidarity. With our BIPOC community members, we stand in solidarity. We commit to doing the work to fight for liberation. We commit to continuing to deepen and strengthen our organization's anti-racist policies and practices as we work towards educational equity and justice for communities throughout Vermont.

We must dream and conspire together. We all must play our part in uprooting and rebuilding the systems behind these inequities. For our part, we commit to continuing our work to become an inclusive, anti-racist organization and community. We commit to continuing to listen, change and grow. We commit to continuing to invest in the ideas, talent, power, and solutions of leaders of color and communities of color. We commit to creating spaces that foster love, grace, solidarity, and action. We commit to bringing humility and an eagerness to learn from our partnerships with people and organizations who share our mission of advancing educational equity and opportunity for all youth.

*(*Developed in collaboration by the UP Youth Advisory Council, UP Board of Directors, and UP staff during the spring and summer of 2020.)*

This looks like:

1. UP employees engage in educating themselves about the role of white supremacy culture in organizational systems.
2. UP employees work to dismantle these systems and co-construct new, just and equitable systems (hiring process, etc.)
3. UP employees are engaged in learning about Diversity, Equity and Inclusion (DEI) related issues/topics and align their work with UP's core goal: seek equity and justice.
4. UP employees are aware of and work to change the relationship between professionalism and white supremacy culture.
5. UP actively seeks employees, Board of Directors, Youth Advisory Council members and partners who are BIPOC.