



**UP for Learning
UP Program Associate**

Description of Position:

UP for Learning helps educational institutions across the country fully engage youth in their own learning and in reimagining and transforming education. We utilize research-based models that reshape the student-teacher relationship to one of shared ownership and shared responsibility. UP offers facilitation, strategies, tools, and ongoing coaching to ensure that learning is engaging for everyone and youth are fully empowered. UP for Learning's mission is empowering youth and adults to reimagine and transform education *together*. The Program Associate is responsible for supporting 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 full-time, salaried position requires a minimum of 40 hours per week. Expectations include availability within a standard work day (i.e. 8:00-4:30) 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:

- Work as a learning collaborator with Program Coordinators and Directors on:
 - Facilitation of a variety of UP for Learning's programs (in person and virtually)
 - Outreach to school and community partners
 - Coaching with teams and individuals
 - Communications to teams and other community partners
 - Logistics of team meetings, organizational conferences
- Collaborate on curriculum design and development as needed.
- Document and share program work on a regular basis, including through social media.
- Participate in staff meetings and regular professional learning as appropriate.

- Collaborate on the direction and growth of the organization, as well as on research and policy advocacy in support of UP for Learning’s mission and vision. Strengthen UP for Learning by adhering to strong administrative practices at all times.

Preferred Qualifications: - Skills, Knowledge and Abilities

- Bachelor'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.
- 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.
- 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.
- Experience designing and facilitating interactive and engaging workshops both in person and virtually.
- Exceptional communication and interpersonal skills, able to effectively communicate across a broad array of ages and personality types.
- Demonstrated ability to foster positive and productive relationships with a variety of stakeholders (e.g. youth, school staff, and community partners).
- 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.
- Excellent organization skills, with attention to detail.
- A self-initiator, able to work independently, managing time and resources well.
- Proficiency with online/cloud resources for collaboration and document work.
- Willingness to be an integral team member and work in partnership with colleagues.
- Sense of humor and optimism

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. Travel is reimbursed.

Full time salary (\$40,000-\$45,000) and benefits (personal time, retirement, health insurance contribution).

This position will be supervised by an UP for Learning Program Director.

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.