



UP Program Associate

UP for Learning's mission is empowering youth and adults to reimagine and transform education *together*.

About UP:

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. 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.

Description of Position:

The **Program Associate** is a full-time, salaried position beginning July 1, 2024. The 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). UP staff primarily work remotely. The UP team gathers at the Waterbury, VT office at least once a month for a full-day meeting, team building and learning together.

Essential Job Responsibilities:

Collaborate with the [Getting to 'Y'](#) (GTY) Program Director on all aspects of the program, including:

- Yearly outreach and recruitment plan for GTY.
- Developing and preparing for GTY trainings and retreats (venues, materials, logistics).
- Guiding schools through the GTY cycle: preparing materials and contact list, tracking GTY signed contracts with schools, answering questions about process.
- Communications media for GTY outreach, including annual newsletter.
- Working with youth facilitators on training preparation and other activities.
- Following-up with GTY schools on a regular basis - data analysis retreats, community dialogue events, etc.

- Assisting with collecting documentation of the effectiveness of the program through advisor feedback surveys, youth surveys, photos, media stories, etc.
- Collaborating with the Program Director, Executive Director and Operations Director to write grant requests and quarterly reports.
- This is projected to be approximately 50% of the position.

Collaborate with the Program Director on Youth Intern Program, including:

- Identifying and collaborating with youth facilitators/interns/Youth Program Specialists and potential facilitators.
- Sharing and monitoring responsibilities and expectations.
- Co-creating and refining UP's onboarding/orientation process for youth.
- Supporting youth through goal setting, regular check-ins and advocacy.
- Providing documentation for interns to receive compensation, credit and/or service-learning hours, acquire permissions for intern participation from parent/caregivers and school administrator (as needed).
- This is projected to be approximately 40% of the position.

Collaborate as a member of the UP Team, including:

- Supporting UP Program Directors with programs, projects, and facilitation.
- Documenting and sharing program work on a regular basis, including through social media.
- Participating in staff meetings and regular professional learning as appropriate.
- Collaborating 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.
- Strengthening UP for Learning by adhering to strong administrative practices at all times.
- This is projected to be approximately 10% of the position.

Preferred Qualifications: Skills, Knowledge and Abilities

- Bachelor's degree, or equivalent combination of experience, 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.
- Some 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.
- Some experience or interest in 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.

- 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.
- Proficiency with online/cloud resources for collaboration and document work.
- Sense of humor and optimism.

Compensation:

Full time salary (\$45,000-\$50,000) and benefits (personal time, retirement, health insurance contribution).

Reliable transportation and ability to travel throughout the state of Vermont is a requirement. Travel out of state may occur. Travel is reimbursed.

This position will be supervised by UP for Learning Program Directors and will report periodically to the Executive Director.

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.

UP for Learning's Commitment to Antiracism:

In the summer of 2020, UP for Learning developed, in collaboration with the UP Youth Action Council (YAC), UP Board of Directors (BOD), and UP staff, its [Commitment to being an Anti-Racist Organization](#).

In it, UP committed to:

- Listen, change and grow
- Invest in the ideas, talent, power, and solutions of leaders of color and communities of color
- Bring 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
- Deepen and strengthen our organization's anti-racist policies and practices as we work towards educational equity and justice for communities
- Become an inclusive, anti-racist organization and community that fights for liberation

During the summer of 2022, UP staff worked to create an action plan for achieving and regularly evaluating our commitment to creating and sustaining inclusive practices in our work. Action items connect directly to commitments made in 2020 and align with UP's mission and its core value of seeking equity and justice. It is important to the UP staff that these actions also enhance

facilitation and partnership with teams. UP respects that all staff have different points of entry to this work and values personal and organizational learning. This is a living document that will be updated and recommitted to annually.

Please forward a resume and detailed cover letter (at least 3 references may be requested) to UP for Learning leadership at admin@upforlearning.org. **Applications due Friday, April 19th by 5 pm EST.**