

Program Coordinator of Girl/Friends Leadership Institute

Job Description

ABOUT A LONG WALK HOME

A Long Walk Home (ALWH) is an art organization that empowers young people to end violence against girls and women. As our country's foremost organization that empowers Black girls and young women to use their voices and artistic visions to organize themselves and their communities to be free of gender-based and racial violence, ALWH has developed a powerful collective of artists, activists, healers, and scholars whom we train, collaborate with, and work together with to advocate for change.

The Girl/Friends Leadership Institute is a year-long program that empowers Black girls from Chicago to find their voices and advocate for justice in their schools, communities, and Chicagoland. Created as a safety net for adolescent girls who are most vulnerable to racial and gender-based violence, Girl/Friends have been at the forefront of the city's most recent campaigns to end violence against girls and young women, which includes sexual and domestic violence, crimes against queer and gender non-conforming girls, gun violence and police brutality.

The Girl/Friends Leadership Institute is made up of: The Summer Initiative at the School of the Art Institute of Chicago, a 5-week art and activism training for which the girls earn college credit; and the Girl/Power afterschool Program in which the girls launch campaigns and lead public programs in their schools, community, and throughout the country.

We are currently looking for a **Program Coordinator to join the team.**

To learn more about our vision and mission, please visit www.alongwalkhome.org

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is a full-time position that requires primarily overseeing and implementing all aspects of the Girl/Friends Leadership Institute: Girl/Friends summer training at School of Art Institute of Chicago, year-long after school program, and alumni program. This includes:

- Provide emotional support to youth leaders, parent leaders, alumni to create a safe/supportive environment
- Provide referrals as needed for program participants and community members
- Strong Facilitation skills
- Attend weekly meetings with ALWH staff and/or community partners
- Coordinate online and in-person programming
- Research and plan monthly field trips and speaking/workshop engagements to connect the girls with the larger movement and art spaces
- Maintain program documentation and database systems
- Coordinate the alumni program affairs and maintain alumni relations
- Maintain and build new partnerships with community organizations (schools, non-profits, artists, and activists) and funders

- Write, plan and implement Curriculum
- Supervise program volunteers and interns
- Mentor youth in the program
- Speak/perform/co-organize public youth-led presentations, campaigns, and/or exhibitions
- Recruit and manage the recruitment team for the Girl/Friends program
- Manage program budget, track expenditures, and assist in the program's fundraising
- Provide quarterly program reports to the board
- Help cultivate our youth artist and activist identity
- Performs other duties as assigned
- Flexibility to work 2 evenings per week and one weekends a month (October- May)
- Ability to commit to this role for at least 2 years

PREFERRED SKILL QUALIFICATIONS

- Master's degree preferred in: Education, Child Development, Art Therapy, Social Work, Clinical Psychology, Political Science, Art History, , Art Education, Fine Arts, American Studies, Women Studies
- Formal background in the arts
- Knowledge of Black Feminism as a methodology and theory of practice

REQUIRED QUALIFICATIONS

- Possess a valid driver's license and reliable automobile.
- Creative, strategic, and analytical thinker with the ability to manage multiple projects
- Excellent organizational skills and attention to detail
- Strong collaboration skills AND the ability to work independently, as needs dictate
- 3-5 year of experience working with girls of color using trauma-informed approach
- Experience in working with survivors of gender based violence or child sexual assault
- Experience in social justice education, facilitation, youth development, and youth organizing with youth of color, art development
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WORK ENVIRONMENT:

Due to COVID-19, ALWH has shifted to a hybrid model both remote and in-person for team meetings, and in person for summer program and programming events.

COMPENSATION AND BENEFITS:

- Compensation is Up to \$65,000- \$85,000 and commensurate with experience,
- Retirement plan, Generous vacation, Up to \$2000 Professional Development,
- 100% employer-paid employee Health, Dental and Eye Insurance provided by BlueCross BlueShield of Illinois- PPO Plan.
- After two years, a 30 day paid sabbatical and 100% employee match contribution for 401K
- Position is exempt, full-time, and reports to the Executive Director

OUR HIRING PROCESS

How to Apply:

All applications must be submitted via email. No phone calls or snail mail, please. All applications must include (in PDF format):

- Resume
- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, and share what most excites you about the job opportunity)
- Lesson plan sample

Phase 1: Send Above materials to info@alongwalkhome.org by May 20th

Subject Line: [Program Coordinator/YOUR NAME]

Phase 2: Zoom Conference Call with ALWH Team

Phase 3: In-person interview with ALWH Team

We are hoping to make an offer by Mid June 2022. No calls please.

STATEMENT OF NONDISCRIMINATION

A Long Walk Home, Inc. Is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled. A Long Walk Home, Inc. utilizes only job-related criteria in making decisions concerning applicants and employees.

We highly value diversity and encourage a woman of color to apply for the position.