



PROGRAM MANAGER- CENTRAL CAMPUS

Reports to: Program Director

40 hrs/wk; Exempt

Salary: starting at \$60,000- \$65,000

Desired Start Date: early May 2023

Location: hybrid schedule with at least 3 days at the Central District office

Benefits: Medical, vision, and dental fully covered by Coyote's health insurance plan; 2% company contribution to a SIMPLE IRA account (independent of any employee contribution); 20 days/yr PTO to start plus up to 40 hr/yr rollover; 10 paid holidays each year plus two weeks of company closure; 3 days of paid community service leave; Up to 8 weeks paid Coyote Family and Medical Leave

POSITION OVERVIEW

Coyote has a 30+ year reputation of putting professional tools in the hands of young folks, enabling them to discover just what they are capable of! The Program Manager is responsible for the daily support of Coyote's core programming and its school partnerships.

The Program Manager (PM) is responsible for setting the schedule and managing Coyote's core programs. Alongside the Engagement Manager (EM) and the Program Director (PD), the PM plays a crucial and active role onsite supporting programs in session. The PM is responsible for booking and all major communication with site teachers. In collaboration with the PD, they observe, evaluate, and provide feedback to teachers, ensuring Coyote's values and teaching strategies are upheld. In addition to core inhouse programs they are responsible for growing and stewarding relationships with relevant school partners and helping create a pipeline for teaching artists.

QUALIFICATIONS & SKILLS

Our ideal candidate is someone who:

- has a diverse perspective and lived experience
- is excited about supporting and building programs and partnerships in Central District
- is personally committed to equity and inclusion with a willingness to self-reflect and continue learning
- is an excellent communicator that is capable of guiding and motivating a diverse group of folx
- is passionate about Coyote's mission
- has great attention to detail

We are looking for someone with experience:

- teaching, specifically in the arts
- managing and mentoring people
- using restorative justice for conflict resolution
- scheduling and spreadsheet management

JOB RESPONSIBILITIES

Core Program Management & Coordination (30%)

Manage class bookings for Studio Coyote

Lead quarter logistics and communication with teachers

Lead logistics management for staff including but not limited to: on-call schedule, sub charts, and Excel booking sheets

Work with PD to create student and teacher surveys to evaluate programming

Alongside the EMs, monitor class enrollments for capacity

Support immediate needs of teachers during class-time and assist with classroom set up, clean-up, and transitions

Support teachers in classroom management, conflict resolution, and gear support - communicate follow-up needs and notable moments to the PD, as needed.

Support building visitors like tours etc.

Partner Program Management & Coordination (20%)

Spearhead details for School Partner Programs including budget management

Manage teacher bookings for School Partner Programs

Lead quarter logistics and communication with teachers

Lead logistics management for staff including but not limited to: on-call schedule, sub charts, and Excel booking sheets

Support immediate needs of teachers during class-time and assist with classroom set up, clean-up, and transitions

Point person for onsite support for School Partner Programs

Work with PD to create student and teacher surveys to evaluate partner programs

Collaborate with the Facilities Manager (FM) to build Mobile Kits to diversify the types of classes we can serve offsite.

Develop new relationships with new schools, service agencies, community groups to increase our Partner Roster.

Teacher Oversight & Support (15%)

Manage Coyote's teaching artist network and roster

Assist PD in onboarding and evaluation of Coyote teachers

Collaborate with the PD to lead quarterly meetings/trainings for Coyote teachers based on Coyote's learning goals

Assist the PD with bi-annual professional development for teachers Coyote-wide

Assist PD with classroom observations and evaluations

Collaborate with PD to build and foster a tightly woven community of teaching artists

Volunteer Mentor Hiring & Oversight (15%)

Recruit, train, and oversee classroom mentors for Coyote Central

Build and foster a community amongst mentors, striving for retention

Manage intern as is relevant for the role

Event Support - Central (10%)

Participate and help facilitate ongoing and existing events, including community and fundraising events

Support EM in development of new community engagement events, such as family dinners, workshops, art walks, open houses, etc.

Support Public Openings and/or Showcases

Collaborate with Individual Giving & Events Manager to solicit and oversee volunteers for fundraisers and other special events

Facility Management Support – Central (10%)

Ensure that supplies and equipment are on hand and spaces are ready for programming

Maintain studio spaces and supply systems

Support Facilities Manager (FM) in troubleshooting issues with equipment and utilities

HOW TO APPLY

Please complete our [online application](#) (includes a spot to upload your resume) by March 31.

ABOUT COYOTE CENTRAL

MISSION

Coyote sparks creativity in young people, putting tools in their hands to build skills and forge their futures.

VISION

An equitable world powered by curiosity, creativity, and collaboration.

VALUES

YOUTH IN THE DRIVER'S SEAT: The heart of what we do. We count on self-reliance to fuel curiosity and creativity.

FEARLESS EXPLORATION: We trust the process of taking creative risks. There is no one path and no one right answer.

REALIZING POTENTIAL: We rely on challenges and high stakes to encourage surprising outcomes and self-discovery.

EXPERTS AND BEGINNERS SIDE BY SIDE: We thrive in collaborative spaces where everyone is an equal partner in learning.

MAGNETIC CONNECTIONS: Our collective success is built on listening, powerful relationships, and igniting one another's strengths.

HAVING FUN: Creativity is contagious. Spread the joy.

COMMITMENT TO EQUITY

Coyote strives to lead with equity in everything we do. We acknowledge that our communities have been adversely affected by longstanding white supremacy and privilege, creating barriers in access to creative opportunities for low-income communities, immigrant and refugee communities, and communities of color. We aim to dismantle these barriers by engaging diverse voices in our decision-making processes and continually pursuing new knowledge about equity. We approach our equity work with respect, humility, and accountability, and with an organization-wide commitment to doing better.

