Job Title: Program Manager
Reports To: Director of Programs
Status: Hourly – Full-Time, 40hrs/week
Location: Office located at Tri-Main, Downtown Buffalo. Hybrid work schedule available.

Summary: The Program Manager will be responsible for the management of the organization's major program partnerships and initiatives, as well as the administration duties of the ArtWorks program. The successful candidate will be highly organized, detail-oriented, and a strong relationship builder. Arts for Learning WNY seeks to hire candidates with a diversity of experiences and perspectives in respect to race, gender, and geography. We believe that our board, staff, and teaching artist roster should reflect the beautifully diverse community that makes up Buffalo and Western New York. People from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Program Management

The Program Manager will be responsible for the scheduling and management of the organization's major program initiatives. Responsibilities include but are not limited to:

- Scheduling of the Whole School Partnership Program, including coordination with teachers and artists, planning and reflection meetings, and data collection
- Management of current in-school program initiatives, including YA National and BPS contracts
- Coordination of Youth Detention Center weekly programming and funding management
- Management of budgets and grant reporting for assigned program initiatives
- After-school programming coordination with major partners such as the YWCA, Belle Center, BestSelf, and NorthWest Buffalo Community Center
- Management of program booking processes including database entry, calendar coordination, and invoicing.
- Program site visits for observation and data collection.
- Collaboration with the Communications Coordinator on marketing of public programming.

ArtWorks Program Administration

ArtWorks is a paid creative arts-based job training and college readiness program for Western New York high school students, ages 14-18. Students are hired as paid apprentices to train under Teaching Artists, who mentor the youth in an art form while teaching them skills transferable to any future workplace or college. ArtWorks runs as a 24 week after school program and occasionally as a 6-week summer program. Strong administration skills are critical to the success of this program. Duties include but are not limited to:

- Management of the application and hiring process for apprentices each semester
- Coordination of meetings between A4L administration team and ArtWorks Teaching Artist to establish goals and assess timelines for the semester

- Coordination with community partners to establish a professional learning plan for apprentices that highlights workforce development skills
- Management of any program-related budgeting, reporting, evaluation, and documentation about grants or sponsorship funding
- Review of apprentice time-cards bi-weekly in conjunction with the Program Coordinator.
- Collaboration with the Program Coordinator to coordinate the Showcase each semester, including managing venue booking, catering, and print materials
- Communication with the Program Coordinator and Program Team to ensure overall success of the program
- Site visits to program 1 - 2 times per week as needed to maintain familiarity with the Teaching Artist and Apprentices and to monitor success of the program

Office Management, Logistics, and other Administration Duties

Assist with administrative and logistical components of the Program Department. Duties include, but are not limited to:

- Receiving incoming phone calls and emails, maintaining a friendly and knowledgeable demeanor
- Review of Teaching Artist time cards bi-weekly
- Management of Teaching Artist supply orders for programming
- Assistance with creating and maintaining efficient systems for file and data management

QUALIFICATION REQUIREMENTS:

- 2+ years of experience in an administrative role
- Bachelor's Degree in a related field
- Commitment and passion for the mission of Arts for Learning WNY
- Experience utilizing Google Workspace
- An eye for creating efficient systems and tracking details
- Ability to prioritize tasks and flexibility to meet competing deadlines
- Ability to develop trusting relationships with diverse individuals of different backgrounds
- Strong oral and written communication skills
- Multilingual candidates are a plus
- Models and practices sensitivity, fair treatment, and acceptance of diversity in all interpersonal interactions.
- Knowledge of Salesforce is a plus but not required

This is a non-exempt, full-time, hourly position with a pay rate of $50,000 - $53,000 annually, assuming 40 hours of work per week. Benefits include employer-sponsored health care, PTO, sick leave, ability to contribute to an employer sponsored 403b retirement plan.

To Apply: Email a cover letter and resume to employment@artsforlearningwny.org with the Subject Line: Program Manager Application.

Arts for Learning is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.