
Job Description

Saint Louis Story Stitchers Artists Collective

storystitchers.org

Employment Status: New Position

Regular: Review

Role: Administrative, Exempt

***Job Title: Program Director**

Supervisor: Board of Directors President & CEO

About Us

We seek a professional for the position of Program Director in St. Louis, MO. The ideal candidate has a solid track record managing all aspects of programs for a nonprofit arts organization and strong familiarity with the fine arts.

Saint Louis Story Stitchers Artists Collective gathers African American youth ages 16-24 years old to talk about current issues and turn that into art aimed at creating social change. The Artists Collective's current focus is bullying, bias, and gun violence. Story Stitchers promote peace and understanding through a unique brand of urban storytelling, art, and hip-hop. Story Stitchers work on the root causes of youth gun violence including the trauma of poverty and the lack of adult guidance and mentorship by providing ongoing vocational training, safe spaces to gather, relevant cultural experiences, meaningful methods of self-expression, and character education through weekly meetings, in-school assembly programs, community building, and performances. The work of the Collective is authentic and powerful. It documents black history through written word and art including poetry, photography and video recordings while training the next generation to become active, engaged citizens. Programs become a force multiplier, rippling into families, schools and neighborhoods and offering solutions to pervasive urban problems.

The Program Director at Saint Louis Story Stitchers Artists Collective will greatly impact the reach of Story Stitchers, letting Americans experience black teenagers in a new way — as strong, capable community leaders unafraid to display good character and skills to a wide range of diverse audiences on public stages, changing perceptions and realities.

The organization is small and is currently supported by volunteers, two part-time audio engineers, and independent contractors. Story Stitchers is poised for growth and seeks an experienced leader to serve as program director, keep written records, coordinate and grow youth programs, and aid in the administration of the day to day operations of the organization.

Mission: The mission of Saint Louis Story Stitchers is to document St. Louis through art and word, and to promote understanding, civic pride, intergenerational relationships and literacy.

Purpose: Story Stitchers works to promote a better educated, more peaceful and caring region through the creation and dissemination of original art.

Programs: Founded in 2013 and incorporated as a public charity in 2014, the organization meets weekly with African American youth from economically disadvantaged neighborhoods, and has presented over 100 public performances since 2013 to diverse audiences in schools, in museums, in parks, and at festivals.

Principles:

- Artists can be catalysts for social change.
- Youth are the future of humanity.
- Active learning through collaborative experiences promotes thoughtful creativity.

Position Summary

The Program Director is responsible for the coordination and administration of youth programs and youth recruitment through engagement with schools and local community organizations.

The Program Director works with artists and youth in the organization and supports their work through planning, organizing, administering, attendance, and advocacy.

The Program Director reports to and works directly with the President of the Board of Directors who also serves as the CEO.

The Program Director works full-time for a minimum of 40 hours per week at Story Stitchers designated locations with minimum of 20 hours per week for youth contact.

The position is a one-year appointment with the possibility of reappointment contingent upon successful review by the Board of Directors and the availability of adequate funds.

Employment is contingent upon successful fulfillment of the position's responsibilities and may be terminated with two-week's notice, at the will of the Board of Directors.

Responsibilities

Administration

- Ensure that program activities operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards
- Plan, execute and develop details of the organizations youth program
- Provide transparency and planning in daily activities
- Compile and provide data and impact stories, evaluations and grant compliance documentation
- Implement the human resources policies, procedures and practices of the organization

Qualifications

- 2 years of experience in a related field preferred
- High School diploma, GED required
- Bachelor's or Master's degree preferred
- Strong social justice arts background preferred
- A deep and proven commitment to diversity and inclusion; experience working with and engaging diverse youth and communities; and the capacity to create a harmonious, safe, and supportive environment that welcomes and respects all people, including but not limited to those who represent all racial, ethnic, religious, gender, gender-presentation, sexuality, geographic, cultural, ability, and socioeconomic groups.
- Able to work a flexible schedule, including Friday nights and Saturdays
- Ability to adhere to planned schedules without tardiness
- Ability to work independently with strong organizational skills and manage multiple projects

- Reliable transportation
- Excellent interpersonal, verbal and written communication skills
- Experience in managing and facilitating programs of a nonprofit organization preferred
- Experience serving arts organization preferred
- Working knowledge of Word, Google drive, Excel preferred
- The ability to reasonably lift, climb stairs, and stand for periods of time.

Personal Characteristics

The Program Director should demonstrate competence in the following:

- Outgoing, friendly, helpful, proactive, efficient, energetic, responsible, punctual, a team player, creative, strong leadership skills, mature, reliable, highly ethical, honest
- Ability to work in a variety of educational, civic and cultural environments
- Strong work ethic
- Recognizes the value of collaboration
- Strong commitment to the mission and work of the organization
- Service orientation
- Strong belief in youth

The above information on this description has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job.

Policies

Saint Louis Story Stitchers does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, veteran or national guard status, or any other factor prohibited by law in admission or access to, or treatment or employment in its programs and/or activities.

Saint Louis Story Stitchers is committed to ADA compliance. The Collective welcomes people with disabilities and subscribes to the goal of providing access to programs, services and facilities. The Collective’s goal is to integrate this philosophy into all activities: policies, guidelines, plans, budgets, funding proposals, meetings and outreach.

Deadline August 15, 2019 or until filled.

To Apply:

Send the following:

- Cover Letter
- Resume
- Writing sample
- Three professional references
- Pre-employment screening required

To:

Saint Louis Story Stitchers Artists Collective

616 N Skinker Blvd.

St. Louis, MO 63130

Attention: Susan Colangelo, President & CEO

Job Type: Full-time

Salary: \$35,000.00 to \$40,000.00 /year