



**POSITION:  
PROGRAMS MANAGER (Full-Time)**

**WE ARE SEEKING**

A Programs Manager for BFI's satellite location in the Yesler Terrace Mixed Income Housing development, opening Fall 2017. This person will lead our after-school tutoring and writing programs, lead outreach efforts in the Yesler community, and collaborate with colleagues at our Greenwood headquarters to promote BFI's engaging approach to writing. The Programs Manager will:

- Manage our award-winning tutoring and writing programs
- Coordinate and train volunteer tutors and writing coaches
- Connect with students attending BFI programs
- Communicate with parents, guardians, and families
- Build impactful connections with area schools and service providers
- Enrich our fantastic BFI team with your general awesomeness

**ABOUT BFI**

BFI is The Greater Seattle Bureau of Fearless Ideas. Formerly known as 826 Seattle, BFI is a nonprofit writing and tutoring center dedicated to helping youth, ages 6 to 18, improve their creative and expository writing skills, and to helping teachers inspire their students to write. Our services, all offered free of charge to students and families, are structured around our belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

**ABOUT THE PERSON WHO JOINS US**

The BFI Programs Manager must share our passion for the work we do, our care and concern for children, and our belief that strong communication skills are important to everyone. At the same time, however, we don't take ourselves *too* seriously. Our staff is characterized by an irreverent humor, a love of stories, and a synergy of idiosyncratic creative forces when we least expect it.

We are looking for someone who:

- Is a caring, friendly, and thoughtful person who can represent BFI programs and our organization when meeting new students, families, educators and partners.
- Embraces the challenges of launching a new location for our writing programs, bringing your own ideas to bear while also reflecting the overall ethos of BFI.
- Capable of leading a tutoring and writing center independently, though there will be regular visits and collaboration with our Greenwood-based staff.
- Is both a realist and a dreamer — and mature enough to know the difference.
- Is well-educated, well-read, interesting, talented, and who isn't above scrubbing the toilets, even though s/he may aspire to fix the planet.
- Is willing to work flexible hours, including occasional weekends and evenings as needed, and be compensated with flex time.
- Has a kickass sense of humor.

## **YOUR EXPERIENCE**

### *Required*

- Two years as a successful educator of children and recent experience as a classroom teacher and/or a teaching artist.
- Demonstrated ability to create a fun, engaging, and productive learning environment for elementary and/or middle school students.
- Record of proactive communication with students and families from diverse backgrounds and cultures.
- Ability to thrive and multitask in a noisy, vibrant environment.
- Strategic and creative thinker, able to develop and carry out work plans in a timely fashion, as well as assess their effectiveness.
- B.A. level education or equivalent

### *Preferred*

- Possess excellent creative writing skills
- Have worked with students and families in the Yesler Terrace community.

## **POSITION RESPONSIBILITIES**

- Independently manage tutoring and writing programs at our Yesler Terrace satellite location, with support from the whole BFI team.
- Create a learning environment that is fun, respectful, dynamic and unique.
- Work closely with families to assure best service for their children.

- Collaborate with area educators and service providers to promote shared goals for the students and families we serve.
- Assure that all paperwork, accounting of numbers, surveys and administrative pieces are in place for assigned programs.
- Train and supervise volunteers

**Lastly, we are a place of excellence and expect nothing less from each of our team members. We highly support diversity and strive to be as inclusive as possible. If you have the itch to do this kind of work and the energy, passion and inventiveness required to fit in, please apply.**

### **COMPENSATION**

The salary range is \$40,000 - \$50,000 and is commensurate with experience based on a 40-hour work-week. Position also includes a \$300 health care stipend, flexible work hours, and a total of nine (9) weeks of paid time off.

### **HOW TO APPLY**

Please send resume, cover letter, and three references to [jobs@fearlessideas.org](mailto:jobs@fearlessideas.org). Subject line: *Programs Manager*. In your cover letter (not to exceed two pages), please detail your specific experience in education programming, management, and any other relevant areas, along with why you feel you could be a good fit for this organization.

This position is open until filled. Priority will be given to those who apply by Friday, June 30th.

**The Greater Seattle Bureau of Fearless Ideas is an equal opportunity employer.**