



**POSITION:
PROGRAMS MANAGER**

WE ARE SEEKING:

For our location in the Yesler Terrace Mixed Income Housing development, we are hiring a Programs Manager who will run our award-winning programs, especially after school tutoring. They will coordinate programs, support volunteers, children, youth, and parents, and build impactful connections with schools and other service providers around us. And of course, they will enrich our fantastic team with their general awesomeness.

ABOUT BFI:

The Greater Seattle Bureau of Fearless Ideas (BFI) is a nonprofit writing and tutoring center dedicated to helping youth, ages 6 to 18, grow into courageous writers and confident leaders, and to build a supportive community through shared learning and storytelling.

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. Also, this person should not take themselves too seriously. Our staff is characterized by an irreverent humor, a love of stories, and the appearance of idiosyncratic creative forces when we least expect them. We are looking for someone who:

- Has a kickass sense of humor.
- Is creative, kind, and fearless.
- Can lead a center independently and is self-driven.
- 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 they may aspire to fix the planet.
- Has a car that they are happy to use for the good of the organization.

- Is willing to work very flexible hours (and be compensated with flex time), including weekends and evenings as needed.
- Is a gregarious, thoughtful person who can well represent our programs and organization with new partnerships and schools.

Including the above, there is also essential real-life experience that needs to be under this person's belt.

WHO YOU ARE:

- Experienced, successful educator with at least two years of solid and recent experience.
- Experienced working with groups of diverse people with intersectional identities, including but not limited to diversity in race and ethnicity, age, gender, sexuality, health and ability.
- Skilled manager who has experience inspiring volunteers.
- Strategic, creative thinker who is able to develop and carry out work plans in a timely fashion.
- Flexible and ready to take leaps of faith.
- A force for good and represent a positive, healthy spirit at work.
- Confident and comfortable speaking to teachers and families about current pedagogy with authority and understanding.

THE JOB DESCRIPTION

Position Responsibilities:

- Lead the tutoring program, in addition to writing workshops, field trips, summer programming, and other programs
- Work closely with families to assure best service for their children.
- Create a community learning experience that is fun, respectful, dynamic, and unique.
- Independently manage a tutoring and learning center, with support of the whole team.
- Work directly with teachers in local schools to support their curriculum and organize the work of volunteers.
- Assure that all paperwork, accounting of numbers, surveys and administrative pieces are in place for assigned programs.
- Train and continually support 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 health and dental insurance, flexible work hours, and a total of 9 weeks paid time off.

HOW TO APPLY:

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

Additionally, please include a sample of your creative writing written in the past year.

This job is open until filled, although first preference will go to people who apply by August 2nd.

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