



The City School

Role: Pathways to Change (PTC) Director (Year-Round)

Reports to: Director of Programs and Strategy

Founded in 1995, **The City School (TCS)** facilitates out-of-school-time programs that strengthen and develop young people ages 14-19 to become effective leaders for social justice.

Specific responsibilities of this position are as follows:

1. Planning for and directing the Pathways to Change program:

- **Program planning and development.** Plan effectively for PTC, building on past work and evaluations. Hire, train, onboard and support 6-10 youth leaders and 1-2 youth staff / youth workers. Coordinate and lead additional TCS and program staff to support PTC.
- **Design and develop program structure and curriculum.** Develop curriculum for 3x/week sessions for PTC that focuses on political education, organizing and base-building, building off the past work done in SLP. Program Director coordinates efforts of all program components including program design and framework, and leadership and social justice knowledge, curriculum development, with significant support from the Director of Programs and Strategy, as well as the SLP Director as needed.
- **Implement a youth development framework.** Work directly with youth staff / youth workers and youth leaders to develop and strengthen their skills around organizing, facilitation and community leadership. Support youth to be ready to be effective in SLP roles, whether Emerging Leaders or co-facilitators / youth staff.
- **Facilitation and leadership development around racial and social justice and youth organizing.** Plan and run effective programming that develops youth as effective social justice leaders with strong facilitation and organizing skills. Develop youth-led political education series linked to TCS and Unnamed campaign work. Support youth to engage and take leadership through TCS and Unnamed campaign work.
- **Maintain a comprehensive evaluation system.** Coordinate evaluation for PTC.
- **Maintain community and organizational partnerships.** Communicate with school-year partners, primarily through the Unnamed Youth Coalition. Manage and engage funding partnerships as needed, including with the Department of Youth Engagement and Employment.

2. Strategic support for other key City School programs:

- **Supporting Summer Leadership Program.** Alongside SLP Director, helping to plan for and then be a staff member of the Summer Leadership Program.
- **Participate and lead in coalition, campaign and organizing work** (Unnamed, campaign for community-based mental health crisis response, other aligned coalitions)
- **Co-leading mental health and collective care work.** Alongside program staff, engaging in mental health and collective care organization-wide work, and implementing that as a core component both of SLP and Pathways to Change.
- **Engaging in strategic visioning and planning work.** Participating in City School's

strategic planning conversations and sessions as needed.

3. Supporting overall health and sustainability of the organization: As a year-round staff member, this position will also have other roles and responsibilities shared with other core City School staff, including:

- Facilitating (on a rotation) and engaging in semi-annual staff retreats, weekly staff meetings and program staff meetings as needed
- Supporting with organization-wide events and fundraising efforts, including Celebrating Change, as needed
- Supporting with other key institutional fundraising efforts, including providing some information for grants and/or participating in site visits with funders, on a case by case basis

Qualifications:

- **Organization/Leadership** – Ability to manage multiple tasks daily including supporting staff with fast-paced programming through the variety of issues that emerge. Comfort in a leadership role and supporting others leadership development is key to this position
- **Communication** - Strong verbal and written communication skills and being highly organized are key to this position. This staff member will work with parents and community partners throughout the year.
- **Program Management** – This position requires significant experience in curriculum development, and program planning and management. This position will oversee planning, implementation and evaluation throughout the year.
- **Knowledge of youth development work**– Experience working with young people from across race and class backgrounds in multiple roles (as leaders and staff as well as program participants) and knowledge of youth development models, adolescent development and current issues of relevance to young people.
- **Experience in and commitment to racial and social justice work** - Including a strong analysis of racial, gender, economic, queer and disability justice, as well as a commitment to growing self and training youth and staff around power, privilege and anti-oppression topics.
- **Supervision and staff support** –Experience supervising young adult and adult staff, includes supervision, training, and staff support, is preferred. Knowledge of peer to peer coaching is also preferred.
- **Teaching and facilitation** – Past classroom or community workshop facilitation experience, with particular focus on inclusive and youth-led social justice environments. This position will facilitate staff meetings, run workshops & large community meetings.
- **Personal Characteristics** – Characteristics important in this job: demonstrated commitment to racial, gender, economic, queer and disability justice, youth organizing and broader youth movement-building; humor, confidence, collaborative and firm leadership skills; relational and developmental approach; flexibility; openness to learning and change; and appreciation of working with young people, peers, parents, and other community members; ability to work independently and manage multiple projects effectively; outstanding creative thinking and problem-solving skills.

Position Details: The PTC position is a year-round salaried staff position, at a rate of 30-32 hours per week for the school year, with increased hours in the summer due to SLP, at a pay rate of \$24.50 an hour. Increased salary negotiable based on experience. The position also covers benefits such as health and dental insurance, and generous time off. The PTC Director will receive weekly supervision, an annual evaluation, and training and support as needed.

To Apply: Please send a resumé and cover letter explaining your interest and vision for the position to both hire@thecityschool.org and tara@thecityschool.org. If you have additional questions please feel free to contact Tara Venkatraman, Director of Programs and Strategy (tara@thecityschool.org), or Betiel Brhane, Pathways to Change Program Director (betiel@thecityschool.org) directly. Our priority deadline is April 28th, 2023; applications will be accepted on a rolling basis before and beyond that time until the position is filled.

The City School is an Equal Employment Opportunity/Affirmative Action Employer. People of color, women and gender non-conforming people, LGBTQIA+ people, working-class people, and people who have intersecting identities are strongly encouraged to apply.

The City School, 614 Columbia Rd., Dorchester, MA 02125 (617) 822-3075 (617) 822-3073 (fax)
www.thecityschool.org