FIRST EXPOSURES SEEKS PROGRAM ASSOCIATE

First Exposures seeks an experienced PROGRAM ASSOCIATE with a passion for youth mentoring and development. Our ideal candidate must be highly knowledgeable in traditional black & white and digital photography. We are currently hiring for someone to join our team immediately.

About First Exposures:
First Exposures leverages the power of mentoring relationships and photography to empower young people to thrive, express themselves creatively, and become leaders in their communities. First Exposures nurtures the academic and social development of underserved youth by providing a volunteer mentor to guide them, a venue to enhance their self-confidence, develop their creativity, and gain a passion for learning. Photography is the catalyst through which First Exposures fosters self-expression and deepens the intellectual, academic, and developmental experiences of mentees. Our academic year program provides free classes and all resources for 30 young people on Saturdays from 10 – 2:30.

POSITION SUMMARY: The Program Associate position works directly with the Director to ensure the needs of the program are met, which includes curriculum planning with the instructors, coordination of program activities, administrative duties, and equipment maintenance. The position also plays an important role in supporting the volunteer mentor program by interviewing potential mentors and mentees, creating goals and resolving issues that arise. The position also supports fundraising endeavors and acts as a public representative of the program.

The Program Associate is a non-exempt position. Non-exempt employees work a standard 30-hour workweek. Time beyond 30 hours is at the manager’s discretion. The pay rate is $24/hr.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the instructors to develop and update the yearlong curriculum with at least 3 or 4 assignments, leading to one final themed project in collaboration with the Youth Advisory Board and other staff
- Screen, interview and administer the on-boarding process of prospective mentors and mentees
- Plan and coordinate a Mentor/Mentee training program and dates
- Partner with Director to develop plans, roles, and goals for Junior Mentors
- Assist Director with evaluating Mentor/Mentee matches
- Troubleshoot issues, problems or questions that arise from mentors and/or mentees and escalate concerns to Director, when needed
● Archive student work and arrange digital documentation in collaboration with the instructors
● Coordinate field trips, guest speakers and special events with other staff
● Help research, coordinate and lead off-site and internal outreach workshops
● Support Development and Communications efforts by generating content related to classes for social/web posts; serve as backup social admin to Dev/Comms Manager as needed
● Work with Director on creating and facilitating intern and volunteer projects
● Build and maintain relationships with parents and caseworkers; handle oral and written communications
● Act as a mandated reporter and contact Child Protective Services, Social Workers, CASA workers, caseworkers, and families depending on situational needs with Director's approval
● Act as a public representative of the program
● Work with Director to prepare, plan, coordinate, lead meetings and set goals with the Youth Advisory Board
● Work with Director and instructor to create curriculum, projects, and guide the Residency Program
● Responsible for weekly shopping for class and inventory meal supplies
● Arrange part-time mentor needs when mentors are absent

OTHER DUTIES AND RESPONSIBILITIES:

● Meet with Director weekly about class planning and reporting
● Communicate with parents and caseworkers as needed
● Assist Director and other instructors with evaluating mentor/mentee matches
● Assist coordination of end of semester events such as exhibitions, potlucks, and evaluations
● Assist with fundraising activities by preparing materials, helping with installations, executing plans and attending events
● Maintain and update the website as needed
● Working with Director and other instructors on intern/volunteer projects
● Recruit and manage volunteers for the other various needs of the program
● Work Saturdays and occasional evenings

EDUCATION AND EXPERIENCE:

● Bachelor of Arts in Photography, Non-profit Administration or equivalent preferred
● Minimum of two years background in youth mentoring or teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES:

● Basic understanding of both traditional and digital photography
● Good oral and written communication skills
● Must be able to work effectively with a diverse population and underserved youth
Must have experience managing a large number of volunteers or groups of adults
Knowledge and implementation of a Youth Centered Approach to teaching and planning
Skill in using and troubleshooting computer hardware and software including Google Suite, Microsoft Office, Adobe Photoshop and Lightroom (Salesforce and NetSuite a plus)
Ability to multi-task, keep organized, and handle multiple priorities

ORGANIZATIONAL RELATIONSHIPS:
Interacts regularly with Director, the instructors, and volunteer mentors on a day-to-day basis. Responsible for some of the communication with contractors and vendors to maintain program efficiency. Acts as a public program representative as needed.

PHYSICAL DEMANDS:
Prolonged sitting at a desk, working on a computer keyboard, writing, reading, lifting and moving objects up to 30 lbs in order to shop for weekly groceries and supplies for class, attending meetings. Must be able to attend and monitor classes for an average of five hours once a week, whether on their feet or in a chair.

WORK ENVIRONMENT:
Office space is located in a small office in the SOMA area of San Francisco. The position can have semi-flexible hours based on program needs with Saturdays being mandatory. It may require telecommuting and the ability to work from home or offsite for meetings, etc. The current class space is a shared-use space but reserved for the program during class times.

HOW TO APPLY:
Please submit a cover letter stating what makes you a good fit for this position along with your interest in working with First Exposures and fulfilling our mission, resume, and three professional references to info@firstexposures.org by December 7, 2019

First Exposures, a project of Tides Center, is an "at-will" and equal opportunity employer. We strongly encourage women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. Also pursuant to the San Francisco Fair Chance Ordinance, we encourage and will consider for employment qualified applicants with arrest and conviction records. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise First Exposures/Tides Center in writing of special needs at the time of application.

As a project of Tides Center, First Exposures offers competitive benefits including flexible scheduling, ability to work some days from home, medical, dental, vision, retirement - 403b-, employee assistance plans, and competitive vacation time/PTO. We are not offering relocation costs for this position.