



## **Lake Erie Ink Program Director**

Lake Erie Ink: a writing space for youth is a nonprofit that provides creative expression opportunities and academic support to youth in the greater Cleveland community.

Lake Erie Ink programs include on-site after school programs, evening and weekend workshops and off-site programs held in schools and other OST organizations. Lake Erie Ink also provides direct programming in schools that supports teachers in delivering creative writing curricula that meets or exceeds state and district standards.

### **General Description:**

The Program Director is responsible for the development, implementation and supervision of on and off-site programs, outreach to and recruitment of participants, organizations and volunteers, and program evaluation. The Program Director reports directly to the Executive Director and contributes to strategic planning and goal-setting regarding ongoing programs and mission fit.

### **Summary:**

- Position is 40 hours a week for 50 weeks. Some weekend and evening hours
- Works closely with and reports to the Executive Director
- Is part of the organization's leadership team and has input into all operations that impact programming
- Two weeks of vacation; one week paid, to be scheduled during low program time and per ED approval. \$23 hour.

### **Preferred Qualifications:**

- At least two years' experience working with youth in an educational or social service setting.
- Experience developing programs designed to enhance students' academic and/or life skills.
- At least two years' experience in a leadership role, managing others.
- Skilled in verbal and written communication.
- Passion for writing and the creative process
- Creative – can think outside of the box.
- Ability to multi task projects
- Self-motivated and able to work collaboratively with others.
- Flexibility and a sense of humor
- Ability and willingness to adapt to a variety of duties and priorities.
- College graduate with Bachelors or Masters in Education, Social Work or related field preferred.

**Responsibilities include:**

- Developing and maintaining relationships with schools and other youth serving organizations that are interested in Lake Erie Ink programs.
- Planning, implementing and supervising off-site programs in schools and other organizations, including setting schedules, meetings, and collaborating with staff to create objectives and standards.
- Coordinating and supervising on-site programming, including Ink Spot and Weekend Ink.
- Outreach and recruitment of participants for on-site programs, including Ink Spot, evening and weekend workshops.
- Supervising, evaluating and supporting LEI teaching staff to ensure goals and objectives are met
- Evaluating and assessing program delivery and impact
- Recruiting, training and supervising volunteers and interns
- Completing program reports, evaluation reports, and success stories for publication.
- Participating in the program committee, and in relevant advisory committees and attending board meetings at the request of the Executive Director.
- Meeting regularly with Executive Director, Development manager and Curriculum specialist.
- Facilitating regular staff meetings.
- Assisting the Executive Director as needed, with development, events and outreach.

Interested applicants should submit a resume and cover letter via email to Executive Director, Amy Rosenbluth at [arosenbluth@lakeerieink.org](mailto:arosenbluth@lakeerieink.org)

Lake Erie Ink subscribes to a policy of equal employment opportunities and will maintain and conduct all practices relating to recruitment, hiring, discipline and other terms and conditions of employment in a manner which does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation or preference, disability, marital status, height, weight or veteran status.

**Our Vision**

Lake Erie Ink: a writing space for youth, envisions a community where youth discover their voices, share their ideas and inspire each other as valued participants