

DIVAS IS HIRING!

We are seeking an individual passionate about working with children on project based learning activities, who can create a fun, nurturing and positive environment while maintaining safety and compliance protocols.

DIVAS for Social Justice empowers and inspires youth living in underserved communities in NYC to use tech and visual arts to promote social justice and become change makers in their communities. We run programming in Queens, Brooklyn and the Bronx.

The DIVAS After School Program in Laurelton, Queens is small but impactful. It provides middle school students from various nearby schools with homework help, STEAM based activities (Science, Technology, Engineering, Arts, Math) focused on social justice.

The Program Director will provide onsite supervision of the SONYC middle school program

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Ability to create and implement fun, engaging and activities related to the mission and program goals
- Manage, coach, and inspire program staff by working collaboratively on program goals and deliverables
- Ensure a safe and secure environment at program site
- Monitor physical safety as required by SACC licensing, safety, and reporting
- Oversee student recruitment, enrollment, and student attendance tracking/entry in DYCD online system
- Engage parents, school personnel, interns, and partner community-based organizations.
- Facilitate trainings and meetings with as well as determine priorities and schedules for the program.
- Ensure that program meets and adheres to Department of Health (DOH) regulations and DYCD requirements
- Identify program needs and progressive solutions

EDUCATION/EXPERIENCE:

- A Bachelor's degree is preferred in Social Work, Education, Non-Profit Management or related field
- Experience in youth programs and a strong commitment and understanding of issues pertaining to youth ages 10-14
- Demonstrated ability to work collaboratively and manage multiple priorities and projects effectively
- Ability to handle challenges in a professional, courteous, and friendly manner
- Excellent interpersonal, organizational, verbal, and written communication skills
- Capable of working independently and as a part of a team
- Effective problem solving and conflict resolution skills
- Ability to maintain confidentiality of records and information

- Knowledge of MS Office Suite and other programs used to create documents/projects
- Knowledge of DYCD and DOH regulations (preferred not required)

SALARY/SCHEDULE:

This is a part-time (25 hours/week) salaried position, \$45,000 annually including paid school holidays.

Work Schedule: Onsite hours are Monday through Friday 1:00-6:30 PM. Some evenings and Saturdays for training, recruitment, and culminating events.

Signing Bonus

INTERESTED

Send resume and a letter of interest including the following:

A summary of your work or related activities over the past year.

Why are you interested in this position?

Is there a story you can tell us that illustrates your work or activities around an issue important to you.

In your opinion, what social justice issues should youth care about most?

Email to: diva4justice@gmail.com by January 16, 2023