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## EDUCATIONAL PROGRAMS YOUTH COORDINATOR

### Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

#### **OVERVIEW AND IMPACT:**

Reporting to the Educational Programs Manager, the **Educational Programs Youth Coordinator** is responsible for expanding the bandwidth for SIFF Education to serve more youth students through focused coordination, increased grant writing specific to funding education, and coordinating support with school events.

#### **PRIMARY DUTIES & RESPONSIBILITIES:**

##### Youth Education

- Oversee and administer SIFF Camps (at least seven annually) including communication with parents, facilitating student arrivals/departures, technical support for camp instructors, and daily food preparations
- Oversee and administer all Crash Kids and Crash Student programming including confirming mentors, gathering student information, determining filmmaking groups, and hosting the event throughout the day
- Cultivate meaningful outreach with youth organizations in diverse communities to begin taking programs out across Seattle
- Collaborate on additional education programming ideas
- Maintain the classroom computer lab equipment (cameras, computers, and accessories)
- Assist with the creation of class surveys to gather information and feedback from class participants
- Assist with sponsor acknowledgement and thank yous at educational programming events
- Assist with ideas and onsite administration of SIFF Festival Forum programming during the Seattle International Film Festival

##### Development and Marketing Support

- In collaboration with Development, write grants for SIFF Education with an expectation of at least 3 grants per month based on youth-specific program or general education program funding
- Assist in the creation of education website pages
- Assist with marketing for educational program outreach through creating videos that showcase upcoming events/programs as well as additional web promotion as requested

##### School Engagements

- Assist with school visits for visiting and local filmmakers through school outreach in collaboration with Education Manager
- Administer school screenings through promoting to schools, communicating with teachers, and planning the presentation at SIFF Cinema or at the school location

Other duties as required

#### **QUALIFICATIONS:**

- Bachelor's degree in a related field preferred
- Experience teaching youth formally and/or informally
- Expert knowledge of Microsoft Office and Excel
- Excellent communication skills (oral and written)
- Extremely organized and self-motivated
- Experience with non-profit grant writing and fundraising for youth programs

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- Experience in creating racially equitable programming and developing meaningful communication and programming in collaboration with diverse community partners
  - One to two years volunteer management experience
  - Possess a valid driver's license and clean driving record
  - Ability to work as part of team, ability to work in high stress situations
  - Ability to work a flexible schedule including evenings and weekends
  - Possess a good sense of humor

**Preferred Experience and Background**

- Bilingual (Spanish preferred)
- Experience with Filemaker Pro Database Software

**TO APPLY:**

Email letter of interest and resume to [siffjobs@siff.net](mailto:siffjobs@siff.net) indicating **Educational Programs Youth Coordinator** in the subject line.

*SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.*