

YOUTH PROGRAMS 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:

The **Youth Programs Coordinator** will expand the bandwidth for SIFF Education to serve more youth through focused coordination at SIFF venues and community outreach, increased grant writing specific to education, and coordination support with school and community events.

PRIMARY DUTIES & RESPONSIBILITIES:

EDUCATION

- Oversee and administer SIFF's Camps (at least seven annually) including:
 - Communication with Parents
 - Facilitating Student Arrival/Departure
 - Technical Support of Camp Instructors
 - Food Preparation
- Oversee and administer all Crash Kids and Crash Student programming including:
 - Confirming mentors
 - Gathering student information
 - Determining filmmaking groups
 - Hosting the event throughout the day
- Cultivate meaningful outreach with 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 administer onsite SIFF's Festival Forums programming held during the Seattle International Film Festival
- Other duties as required

DEVELOPMENT / MARKETING SUPPORT

- Write grants, in collaboration with SIFF Development, 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 Education Marketing for 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 a SIFF Cinema or school location
- Other duties as required

QUALIFICATIONS:

- Ability to work a flexible schedule including evenings and weekends
- Bachelor's degree in a related field preferred
- Excellent oral and written communication skills
- Experience teaching youth formally and/or informally
- Expert knowledge of Microsoft Office and Excel

- Extremely organized and self-motivated
- Experience with non-profit grant writing and fundraising for youth programs
- 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
- Possess a good sense of humor
- Experience with Bilingual opportunities preferred
- Experience with Filemaker Pro Database Software preferred

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating **Youth Programs 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.