



Octavia Project Program Manager Part-Time

About Us

The Octavia Project uses the creative power of speculative fiction and community to imagine new worlds. Our inspiration and namesake is Octavia E. Butler, who broke barriers in the traditionally white men's world of science fiction to become an award-winning and internationally recognized author. Drawing inspiration from her practice which explores themes of racial, gender, and environmental justice, our teens participate in rich, interdisciplinary workshops that encourage critical thinking and build confidence by blending creative writing, art, science, and technology.

Our free summer programs, run annually for the last eight years, welcome young women and trans, nonbinary, and gender nonconforming youth ages 10-18. In our workshops, art and writing integrate science and tech, focusing on creativity, innovation, exploration, communication, and critical thinking, while developing computer programming skills, world building strategies, and digital media literacy. Teens meet architects, biologists, computer programmers, city planners, authors, and artists, providing them with deep exposure and connections to multiple disciplines and possible career paths. We aim to provide a rich, rigorous summer while creating a community rooted in joy, acceptance, affirmation, and self-love.

Position Description

The Program Manager will work closely with our Executive Director to fulfill our mission by delivering summer programming for youth in NYC. In addition to working with our Executive Director, the Program Manager will collaborate with educators, volunteers, our Advisory Board and Board of Directors. We are seeking someone with both teaching and program management/coordination experience to fill this role.

Working closely two Lead Teachers, the Program Manager will organize and deliver our 2023 Summer Institute for high schoolers. This includes all programmatic aspects of the Summer Institute, student recruitment, curriculum development, and preparations for our summer workshops. The Program Manager will be present for all Summer Institute workshops and events, serving as the point person for teachers and youth participants. Our Summer Institute will run for five weeks, from July - Aug. 2023 in Brooklyn. The Program Manager will also manage outreach and enrollment for our 2023 Summer Camp.

Responsibilities:

- Manage outreach and enrollment for 2023 Summer Institute and Summer Camp
- Correspond with students and guardians by phone and email
- Supervise two Lead Teachers for 2023 Summer Institute
- Direct curriculum development for 2023 Summer Institute



- Manage part-time Program Assistant for assistance with preparations for and during Summer Institute 2023
- Coordinate guest educators for Summer Institute workshops
- Oversee all logistical and administrative preparations for Summer Institute
- Be primary liaison to Pratt Writing Department to host 2023 Summer Institute
- Oversee execution of the Octavia Project 2023 Summer Institute for approximately 23 youth participants
- In collaboration with other staff, coordinate annual Summer Showcase
- Manage publication of annual zine of Summer Institute participant work
- Share submission, publishing, or other opportunities with participant alumni network as they arise

Time Commitment and Compensation:

This is a year-round, part-time position, with increased hours over the summer. We are looking for someone who can make a commitment to this role through at least Aug. 2023.

- 21 hours/ week mid Aug. through May; 35 hours/ week June through early Aug.
- \$32/hour
- Involves occasional evening and weekend meetings or events
- 42 hours of paid vacation time included, in addition to paid time off for scheduled one-week office closures in August and December
- Work in winter will be fully remote; spring will involve occasional in-person work with the majority being remote; and summer will be in-person. Schedule for remote work is flexible

Qualifications/Requirements:

- At least four years' experience in youth development and/or education work
- Experience managing or coordinating youth programs
- Experience teaching and/or facilitating workshops and developing curriculum
- Demonstrated commitment to creating safe and affirming environment for LGBTQ+ BIPOC youth
- Outstanding organizational and collaborative skills; flexible, self-motivated, and able to work independently
- Familiarity with Microsoft Office suite and Google Apps
- Experience with social media platforms such as Facebook, Twitter, Instagram, Tiktok
- An interest in speculative fiction as a tool for imagining and building futures
- Must be available occasional evenings and weekends
- Must be able commute to Institute and Camp sites during the summer
- Must be fully vaccinated for COVID19 and provide proof of vaccination
- Must submit to a background check

To apply:

Submit cover letter and resume to info@octaviaproject.org. Applications will be reviewed on a rolling basis through Jan. 10, 2023.