



**Organization Overview:**

*Mission:* Seattle Arts & Lectures (SAL) cultivates transformative experiences through story and language with readers and writers of all generations.

We invite you to join our fun, book-loving, social justice-driven team of 14 to fulfill the mission of SAL as a Manager for our Youth Programs. Our youth programs include Writers in the Schools (WITS), the Seattle Youth Poetry Fellowship (YPF), and Spotlight Author Visits (SAV). WITS places local, professional writers in public school classrooms for extended creative writing residencies, working directly with K-12 students to support the development of their voices and stories. Our YPF program elevates the powerful voices of local youth poets committed to community engagement, education, and equity. Our SAV program brings SAL speakers to local public schools for free, one-time visits. SAL's youth programs also intersect with our public literary events, which bring the most talented and thought-provoking writers of our times to speak about their work and inspire introspection, connection, and conversation.

SAL offers thoughtfully curated experiences through programs that are intergenerational in nature, bolstering both emerging and established literary artists, and inviting change and new perspectives in our audience. We believe these activities are essential to continuously and courageously revitalize equity, justice, and belonging. Our work both internally and externally is guided by our core values: belonging, racial equity, transparency and trust, curiosity, and joy.



SAL values a diverse workforce and an inclusive culture in all areas of our work and culture. SAL is an equal opportunity employer. Individuals from all cultures and communities are warmly encouraged to apply. Strong candidates will bring a diverse set of skills, characteristics, and experiences, both professional and lived. SAL focuses on a holistic view of potential candidates and understanding that no single candidate will offer every desired skill and characteristic. The following offers an aspirational view of the

ideal candidate profile, and we encourage applications from candidates with a wide range of experiences and backgrounds.

**Position Overview:**

The Youth Programs Manager will join a Youth Programs department of three other staff (two full-time (Youth Programs Director and a second YP Manager), one part-time (YP Admin coordinator), a 20+ cohort of Writers-in-Residence, and 11 other SAL staff members to manage and support the programs that inspire young people all around our region to develop and share their authentic writing voices. The Youth Programs Manager engages with partner teachers, professional creative writers, and communities and families throughout the year to support and celebrate the work of young people. The Youth Programs Manager supports WITS Writers-in-Residence and public-school classroom teachers in their residencies, organizes and executes youth-centered public events and publications, and manages the Spotlight Author program. The Youth Programs Manager will work in close collaboration with the second Youth Programs Manager and they both report to the Director of Youth Programs.

**INCLUSION, DIVERSITY, EQUITY, & ACCESS:**

All staff actively participate in SAL's ongoing efforts to become an anti-racist organization and embody an organizational culture that supports and reinforces our inclusion, diversity, equity, & access goals. Our 2020-24 Strategic Plan and SAL's Equity Accountability Reports are available on the SAL website under "About." This commitment and understanding should be demonstrated throughout the performance of the Youth Programs Manager's job responsibilities and staff activities.

**KEY RESPONSIBILITIES:***Youth Program Management (60%)*

In collaboration with the Director of Youth Programs and a second Youth Programs Manager...

- Hire, train, and support a diverse, committed, and engaged cohort of WITS Writers-in-Residence with a focus on commitment to anti-racist pedagogy, practice, and leadership, disability justice, and educational access.
- Plan and execute the WITS Writer-in-Residence annual retreat, regular meetings, quarterly readings, onboarding materials and processes, evaluations, and creative writing residency offerings.
- Manage writer contracts, residency planning meetings, and compensation.
- Maintain a high level of service and integrity for the ~40 sites in the WITS program by supporting classroom teachers and assisting with the development of learning goals and syllabi for residencies.
- Conduct regular writer observations inclusive of formal debriefs.
- Manage the SAV program, including author and school communication, as well as attending visits.
- Support professional development opportunities for WITS Writers and Teachers, including OSPI-approved teacher clock hours and other professional development, pilot, and outreach efforts.
- Manage evaluation strategy and consultant planning. Manage program evaluation data collection and integrity throughout data entry process.
- Coordinate the Words of Courage SPL tour, contribute to the poetry selection process, and attending the annual kick-off event.
- Manage and train WITS liaisons and coordinate all opening student readers at SAL author events.
- Hire, train, and manage the WITS summer interns.

### *Publication & Celebration of Student Work (25%)*

In collaboration with the Director of Youth Programs and a second Youth Programs Manager...

- Support the organization, planning, promotion, and implementation of celebrations of youth work through events such as the WITS Year End Readings and YPF/YPL Readings.
- Manage the anthology production process, including working with WITS Writers, the Youth Programs Coordinator, and publishing consultants to gather, publish, and celebrate student submissions and permissions throughout the year.
- Occasional evening and weekend attendance at public SAL events, supporting youth readers and their families.

### *General & Public Programs Support (15%)*

- Participate as part of the SAL team in public events, annual fundraisers, and other functions to build diverse community relationships and increase understanding of SAL's work. Attend periodic cultivation events, and other SAL functions as requested.
- Support the Director of Youth Programs in advocating for SAL's youth programs, including occasional attendance at any of the following: district and/or PTSA meetings, school functions, and community arts organization functions. Work with SAL's Marketing Manager on social media outreach related to WITS writers and youth program activities.
- Assist in general office duties, attend regular staff meetings and trainings, along with other related functions as necessary.

### **DESIRED QUALIFICATIONS:**

- A passion for SAL's mission, values, and programs.
- An actualized and effective commitment to racial equity and social justice.
- Minimum three years of experience working in education and/or arts administration.
- Knowledge of K-12 education, arts education, and creative writing pedagogy.
- Interest and ability to work as part of a highly collaborative team in an open-plan office and in a hybrid work environment. Must be both a self-starter and able to work under direction.
- Strong attention to detail, editing, and project management skills.
- Excellent written, oral, and interpersonal skills.
- Flexible, curious and a good collaborator with others
- Working knowledge of Microsoft Office Suite, including PowerPoint required.
- Experience with InDesign, database systems, and comfort with Mac OS a plus.
- Experience working with Puget Sound arts nonprofits and public-school communities a plus.

### **ADDITIONAL CONSIDERATIONS:**

- Valid driver's license and automobile (regular driving is required in and around the Seattle area to our partner schools)
- Evening/weekend hours required (typically 2 to 4 times per month, September to June).

**COMPENSATION & BENEFITS:**

This is a 40 hours/week full-time exempt position. Salary range is \$62,000 – 67,000 per year (commensurate with experience and qualifications) with a robust benefits package, including:

- Generous paid time off, including 20 vacation days/year starting your second year (15 days in year one), as well as wellness time, 3 personal days, and holidays.
- 100% of medical, vision, and dental insurance. Long-term disability, and group life insurance is also covered, including an Employee Assistance Program.
- 403(b) retirement plan with a 3% gross salary contribution funded by SAL and an optional employee pre-tax distribution available.
- Flex time as appropriate.
- Hybrid/remote schedule: During a three-month orientation/probation period, you will be required to be in the office for 3-4 days a week. After that period, SAL currently expects staff to work in-office at least 2 days per week, schedule permitting.
- Support and budget for professional development and growth

**TO APPLY:**

- Send a resume and one-page cover letter that answers the following questions:
  1. Why are you interested in working at SAL, specifically within our Youth Programs department?
  2. How would your past experiences inform your approach to supporting a vibrant and diverse cohort of literary teaching artists and students within public schools?
- Submit applications electronically in one PDF document to [salhr@lectures.org](mailto:salhr@lectures.org). The email subject line should be “Youth Programs Manager.”
- Open until filled. For best consideration, please submit no later than 10 p.m. on June 2, 2025.
- Please Note: Resumes submitted without a cover letter will not be considered.

**HIRING PROCESS & TIMELINE:**

- We will begin scheduling phone interviews in mid-June, followed by in-person interviews in early July. Finalists will be invited to a third round of interviews with SAL’s full team and the hiring team and will be paid a stipend of \$250.
- Ideally, the selected candidate will begin in mid-August.

Contact Information for inquiries related to this position (email preferred):

Hendri Wa,  
Administrative Associate  
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206.621.2230 x26