



Octavia Project Program Coordinator

About Us

The Octavia Project uses the creative power of speculative fiction 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 Brooklyn teens participate in rich, interdisciplinary workshops that encourage critical thinking and build confidence by blending creative writing, art, science, and technology.

Our free Summer Institute, which has run annually for the past five years, comprises of young women, trans, non-binary, gender non-conforming, and questioning youth aged 14-18. 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, compassion, encouragement, and self-love.

Position Description

We're looking for a part-time Program Coordinator to join our small team and work with us to develop and execute our 2020 Summer Institute.

Working closely with the Executive Director and Lead Teachers, the Program Coordinator will organize all programmatic aspects of our work, primarily managing student recruitment and coordinating development of and preparations for our summer 2020 workshops. The Program Coordinator will be present for all Summer Institute workshops and events, serving as the point person for teachers and youth participants. Our Summer Institute will operate out of Pratt's MFA in Writing Community Space at 424 Classon Ave, Brooklyn, NY and runs for six weeks, from July – Aug. 2020.

Responsibilities:

- Manage outreach and enrollment of 2020 Summer Institute participants
- Correspond with students and guardians by phone and email
- Work with Lead Teachers and Executive Director to develop curriculum for 2020 Institute
- Hire and manage a spring-semester intern
- Coordinate with guest facilitators for summer workshops
- Take lead on planning for Summer Institute 2020 Book Club



- Manage all logistical and administrative preparations for summer program
- Collaboratively execute the Octavia Project 2020 Summer Institute for approximately 20 youth participants
- Coordinate annual culminating summer event for friends, family, and community

Time Commitment and Compensation:

We are looking for someone who can make at minimum a one-year commitment to this role. With a lighter workload during the school year, and a heavy workload over the summer, this position is ideal for anyone who works or attends classes on a school-year schedule:

- 10 hrs/ week, combination of in-person and remote, from late-October 2019 to mid-June 2020
- 35 hrs/ week, in-person, for eight weeks from late-June 2020 to mid-August 2020
- Resuming 10 hrs/week after mid-August 2020, with the possibility to increase part time hours in September 2020
- Annual compensation totals \$15,500

Qualifications:

- At least two years' experience in youth development and/or education work
- Experience teaching and/or facilitating workshops and developing curriculum
- Demonstrate ease and compassion for working with marginalized youth
- Outstanding organizational and collaborative skills; flexible, self-motivated, and able to work independently
- Familiarity with Microsoft Office suite and Google Drive
- Experience with social media platforms such as Facebook, Twitter, Instagram
- An interest in speculative fiction as a tool for imagining and building futures
- Must be available occasional evenings and weekends

To Apply:

Please email your resume and cover letter to Meghan [at] octaviaproject.org no later than September 30.