

WOMEN'S VOICES NOW

Women's Voices Now: (WVN) drives positive social change by raising awareness of the struggles and triumphs of women and girls seeking full access to their political, civil, and economic rights. We are a 501(c)(3) non-profit organization.

Girls Voices Now amplifies the voices of young women from underrepresented communities in Los Angeles by teaching documentary filmmaking. Over the course of five weeks, students learn how to create their own short documentary and how to use the medium of film to affect positive social-change in their communities. They are the content creators for WVN's Empathy-to-Action Film Club, guiding viewers to champion women's and girls' rights, locally and globally, one call to action at a time.

POSITION AVAILABLE: Girls' Voices Now Summer Youth Program Coordinator (YPC)

The Girls' Voices Now coordinator is responsible for day-to-day logistical operations of the summer program, and will report directly to the Program Manager for tasks. The coordinator will communicate closely with the program manager, and is responsible for liaising with the host site (MSMU) and site ambassador (Nicole Haggard and Civil Hernandez), guest speakers, field trip sites, students, and parents when necessary. The coordinator is responsible for ensuring room assignments, storage, and campus access run smoothly.

The coordinator will work closely with the Media Instructor to ensure the curriculum is being taught in a timely and effective manner, while allowing room for flexibility and making changes when necessary. The YPC coordinates and confirms all guest speakers and lecturers for the the program, and is responsible for keeping track of all equipment (WVN owned and rented). The coordinator is expected to be available from 8-6pm for the duration of the 5 weeks, and ensure the operational success of the program.

The coordinator must be prepared to lead certain lessons (particularly the social-change portions of the curriculum) and is responsible for maintaining positive and healthy relationships with the 12-18 students.

The coordinator is responsible for coordinating field trip days and other enrichment activities, and maintaining clear and active communication with the cohort, including daily messages recapping each day of the program and what to expect the following day (using the Slack App).

The coordinator is responsible for keeping the classroom, camera/computer equipment organized, creating shooting schedules and coordinating shoots. They are responsible for keeping snacks and beverages stocked, and keeping the classroom snack area clean and tidy.

The coordinator must communicate with girls daily to make sure their needs are met and their personal specifications, including medical issues, allergies, etc are accounted for. The coordinator must keep track of all funds spent, and report at the end of each day to the Program Manager. The YPC will be responsible for making sure lunches are paid for (at MSMU or any donation of meals).

Qualifications:

Must have experience teaching, in education, or working with youth. Must be extremely organized, detail oriented, and communicative, and display a high level of administrative and communication skills. This person must be able to improvise, and maintain a positive and approachable attitude, ensuring and maintaining a safe space for all youth students and persons involved.

Availability required:

Prep Dates: one week before the program (30 to 40 hours as needed)

Dates of Program : July 6th-August 7th, 8am-6pm Monday-Friday (must be flexible as hours may increase)

Premiere public screening: October 11th (6 to 10 hours for preparation and wrapping up the event)

Compensation: \$7,300, Lunch, snacks, and beverages included.

Interested in applying? Send a resume and cover letter to:

ariane@womensvoicesnow.org