

Young Men's Institute Library Job Description

Position Title: Program Manager, Social Justice Reader

Status: Hourly, Part-Time

Reports to: Board of Directors

Date: 2021

JOB SUMMARY

Part-time (10 hrs/week) position. Manage and perform all administrative duties for a fellowship program at the Institute Library called the Social Justice Reader. Manager will work with African American high school student Fellows from New Haven Public schools by assigning them a mentor to guide them in individual research projects in the field of racial and social justice in the medium of their choice. This is the first year of new program that may develop into additional hours per week.

The job will follow Covid 19 protocols as necessary and require the participation in ZOOM meetings.

RESPONSIBILITIES

Administrative

- Assist in the identification and selection of students for the program based on established criteria. Maintain regular contact with students;
- Assist in the identification and selection of mentors appropriate to each student's area of research. Maintain regular contact with mentors;
- Organized monthly group activities to include lectures and talks, field trips, movies screenings, and other activities to stimulate and support students;
- Manage program budget;
- Work closely with Program Advisory Board, the Institute Library Board of Directors, and Library Staff to develop or alter attributes of the program;
- Report monthly to Library Board of Directors on status of program;
- Manage program deadlines and benchmarks;
- Perform additional duties as required.

Fiduciary:

- Perform fiduciary transactions as needed or required in cooperation with bookkeeper and Board of Directors.

Programmatic

- Knowledge of African American History and a strong interest in Issues of Race and Social Justice.
- Ability to encourage and motivate young people.
- Familiarity with the New Haven community.

FACTORS

1. Knowledge, Skills, and Abilities Required:

- Strong organizational and interpersonal skills;
- Ability to communicate effectively in oral, written and email form;

2. *Supervisory Controls:*

- Work under the supervision of the Board of Directors.

3. *Scope and Effect:*

- This position requires an enthusiastic self-starter who demonstrates initiative and can work independently. This person will be expected to maintain a professional and courteous relationship with the community.

4. *Work Environment and Physical Demands:*

- Duties of this position are performed in a library environment housed on the second and third floors of an antique building which is not accessible other than by staircase.
- The work involves sitting, standing, walking, and some physical effort to lift and move chairs/tables.
- Remote administration of the program is allowed.