About the Word: Grounded in poetry, rap, and song, The Word is a radically inclusive literary arts movement for New Haven’s young people. The Word partners experienced teaching poets, award-winning spoken word artists, and emcees with creative students and teachers across the city to equip youth to become stronger poets and culture creators. Middle school and high school students have used The Word to shift culture in New Haven by creating earth-shaking original work and electrifying their communities in Citywide Youth Poetry Jams, WordFest, Lit Cyphers, and intimate writing workshops in schools and public places across the city. In its ninth year, The Word celebrates youth voice and power - centering BIPOC and queer youth - by supporting young poets stepping into teaching artist and leadership roles. To learn more, please visit thewordpoetry.org or email thewordpoetry@gmail.com.

Position Overview: Instrumental in making sure The Word delivers on its mission and runs smoothly, the Managing Director manages day-to-day operations, sets the tone for organizational leadership, and partners with the Artistic Director on all strategic initiatives. This part-time position will be challenging but worthwhile for someone looking to shape a mission-driven organization and impact the lives of young people. This key administrative role demands flexibility, focus, and creativity. $35/hr ~10 hrs/wk.

Experience, Skills and Qualities

- Enthusiasm for The Word’s literary and social justice mission
- A few years of administrative experience in a fast-paced setting (ideally non-profits)
- Excellent technological and communication skills (including a track record of fostering clear and effective internal communication)
- Demonstrated management skills (e.g time management, establishing priorities, meeting deadlines, experience creating systems to manage teams)
- The willingness and ability to take The Word’s organizational structure to the next level
- Business acumen (ideally experience managing the pay rates of staff, monitoring budgets, as well as other human resources and administrative needs)
- Ability to manage and train a small staff, providing strong support and strong accountability
• Passion and ability to nurture young people into teaching artist and leadership roles within the organization, and for centering BIPOC and queer youth voices in programming decisions
• BIPOC candidates and candidates from New Haven especially encouraged to apply

Responsibilities
• Leads the logistical development, structuring, and execution of programs and events
• Manages and supports staff; meets with Leadership Team every other week to generate tasks and report on progress
• Supports the logistics for an emerging collective structure and creative community
  o Find and manage electronic systems for information and schedule-sharing
  o Decide roles and responsibilities across staff
  o Help train staff in various administrative capacities
• Helps curate artists and content for all programming
• Works with Sustainability Director to grow fundraising capacity and opportunities
• Creates a rewarding onboarding and offboarding process for staff and teaching artists
  o Develops job descriptions, application forms, and recruitment strategies
  o Schedules + conducts interviews in conjunction with the Artistic Director
• Develops and updates HR processes (including invoices) and procedures contracts
• Develops and updates the annual budget in collaboration with the Artistic Director, including
  o The Word staff pay rates, fees for services, and codes and systems to track expenditures
  o Works with the Arts Council and the Artistic Director to maintain a balanced budget, updating income and expenses each month in shared spreadsheet
• Creates contracts and agreements for festival partnerships
● Develops and maintains strategic community partnerships and alliances that enhance The Word’s programming and mission, participating in meetings and joint activities when appropriate.

Please email resume and letter of interest (including experience/skills relevant to this role; why The Word and why now; where this role fits in your ideal career journey) to thewordpoetry@gmail.com.

We will be in contact with you with next steps within a week of submission.