



## INDIANA BLACK EXPO, INC.

Educational Program Director  
Position Announcement

**Department:** Youth and Family Programs

**Reports To:** Chief of Staff

**Employment Status/Method:** Full-Time/On-site

**Employment Status:** Full-time

**FLSA Status:** Exempt/Salaried

**Position Summary** - The Educational Program Director will be responsible for initiating and setting academic goals for performing arts programs following IBE's 5-year Strategic Plan. The Educational Program Director oversees the program collaborating with the Director of Youth and Family Programs and senior leadership to ensure all aspects of program development, budget, curriculum delivery, promotions, and event productions are executed in accordance with organizational goals. The academic Educational Program Director is responsible for the training and daily supervision of all PAA consultants, volunteers, interns, off-program locations, facility and fiscal management, policy implementation, and safety. The Educational Program Director's responsibilities include working directly with all Youth and Family-related programming. The Director will utilize all available resources to ensure a successful program experience. The Educational Program Director will also provide, college and career coordination for youth and family students to develop individualized plans to include strategies to ensure the outcomes for each student are met, including FAFSA assistance, and college preparation. The Educational Program Director collaborates closely with the Director of Youth and Family Programs to ensure that each student is assessed and completes an individualized plan and that strategies are implemented to ensure student outcomes are met or exceeded.

### **Educational Program Key Responsibilities**

- Collaborate with program staff to adjust and design coursework, evaluation/testing, and classroom organization strategies
- Create and conduct offsite FAFSA workshops and outreach events
- Create and facilitate relevant partnerships with community and educational stakeholders
- Adhere to the performance goals set for the academic programs
- Coordinate communication among students' parents/guardians, guidance counselors, and teachers
- Directs research activities concerned with college and career readiness
- Provides oversight for the IBE Community Learning Hub
- Represent the organization at related meetings, conferences, and professional development events
- Formulates and designs procedures to ensure program objectives are met
- Creates and administers pre- and post-surveys for IBE youth and family programs and grants
- Evaluate data obtained from the program and prepare narrative and statistical reports for dissemination to IBE administrators
- Draft grant reports as per scope of work and grant deliverable outcomes
- Determine, develop, and execute quality improvement programs

**Education:**

- A post-secondary degree or concentration in education, organizational leadership, or related field with two (2) years of experience overseeing contractual staff and 5 years of experience in education/program coordination.

**Qualifications/Skills Requirement:**

- Ability to be a strategic, critical thinker with team and relationship-building skills
- Ability to analyze programs and establish metrics that ensure programs are on course and meet youth and family programming guidelines
- Ability to thrive in a transforming, progressive, fast-paced environment
- Innovative problem-solver and decision-maker
- Can work independently as well as on a team
- Ability to work within budget constraints and develop creative solutions when challenged
- Excellent communication skills, both written and verbal
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software required
- Willing to work non-traditional hours pending program needs to include program and event weekends

**Salary & Benefit Language:** The starting salary range for this position is \$55K-\$60k per year commensurate to experience. Key benefits include but are not limited to the full benefits package (Health/Dental/Vision/Life/Retirement) 10 Paid Holidays per year, Wellness Benefits, and more.

**Working Conditions/Physical Requirements:**

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-20 pounds at times
- Ability to walk long distances and stand for extended periods

To apply please complete the application form using the QR Code below and send your resume to [humanresources@indianablackexpo.com](mailto:humanresources@indianablackexpo.com).

