

Youth Empowerment Performance Project

Programs Support Specialist: Podcast Production Job Description

Job Title: Programs Support Specialist

Stipend: \$20 per hour

Classification: Part-Time, 11-20 hours per week, In-person

Benefits Compensation: No benefits compensation

Location Base: 3338 N. Broadway, Chicago IL 60657

Reporting To: Director of Programs

Note: YEPP's regular operating hours are Monday-Friday, 10am-6pm. In person non-negotiable work times are Tuesdays & Thursdays, 12:00pm - 5:30pm. Additional hours outside of these times for training, planning, and additional assignments may be available as circumstances allow.

Mission

Youth Empowerment Performance Project (YEPP) seeks to provide a safe environment for lesbian, gay, bisexual, transgender and queer youth experiencing homelessness to explore their history, investigate new ways to address their struggles and celebrate their strengths through self development, leadership development and community development programing that incorporate art-expression forms.

YEPP uses harm reduction, social justice, transformative and restorative justice, trauma-informed, and education for liberation (theatre of the oppressed and popular education) frameworks to contain and guide the work. As part of the work, we provide resource advocacy around housing, employment, educational, legal and health services, transportation, food, among many others.

General Description

The Programs Support Specialist combines teaching artistry and direct service work. These individuals may be artists, activists, educators, youth-workers and anyone else with a desire to share their creative passions with our community in a transformative, trauma-informed, and queer-affirming setting. This position will also be responsible for providing support for in-person participant service needs during the Community Drop-In Arts Program (C-DAP).

Primary Tasks and Responsibilities

General:

- Work with the Director of Programs and co-facilitator to develop program curricula and group agendas.
- Advise YEPP team on best practices and necessary inputs for developing, maintaining, and distributing a sustainable podcast cadence and structure.
- Attend needed professional development opportunities.
- Consult with the YEPP Community Healing Accountability and Transformation (CHAT) team in the event there is a situation that calls for us to consider an accountability process among group members and/or YEPP staff.
- Perform other tasks as assigned.

Workshop Facilitation:

- Lead workshops centered around podcast production (curating content, episode structure, recording basics, sound design, audio engineering, etc.)
- Collaborate with the Director of Programs and co-facilitator to curate a variety of engaging content (monologues, dialogues, scenes, movement, music, etc) for incorporation into an ongoing Podcast.
- Guide youth participants through recording and editing audio files to ensure a high-quality listening experience
- Researching and staying up-to-date on relevant topics in the LGBTQI+ Community
- Receiving and incorporating feedback from listeners, participants, and YEPP Staff
- Ensuring podcast content aligns with YEPP's mission, values, and frameworks.
- Regularly attend meetings regarding programming and use the space efficiently to ask any questions or bring up any concerns.

Services Support:

- Guide young people to access supportive services during C-DAP such as: laundry and shower services, food, resource advocacy, mutual aid shopping, sleeping room, programming, computer station, etc.
- Provide services such as serving food, provide orientation to new participants, supervise the sleeping room, support in providing laundry and shower services, etc.
- Support young people one on one when low threshold emotional support is needed, as well as being prepared to assist in de-escalating conflict.

Required Skills/Qualifications

- Experience working with LGBTQI+ youth
- Great time management skills and reliability in communication
- Experience producing and marketing a podcast/ongoing digital production

- 1+ years experience facilitating youth/young adult programming for groups of up to 15 young people at a time
- Experience in conversations around social justice issues
- Experience with and commitment to trauma-informed and harm reduction models
- Commitment to transformative justice
- Commitment to working in a diverse environment in regards to race, ethnicity, culture, sexual orientation and gender
- Able to work both on and off-site and clearly communicate with supervisors about work progress
- Ability to take initiative in a self-directive manner considering YEPP's frameworks

Preferred Skills/Qualifications

- Bilingual (English/Spanish)
- Experience working with people experiencing homelessness or housing instability
- Experience capturing audio/video of live performance/events
- Background in and/or experience with theatre of the oppressed framework
- 2+ years artistic experience in the performing arts (e.i., storytelling, music, improvisational acting, creative writing, etc.)
- Ability to take initiative, be dependable, resourceful, pays attention to details while thriving in a fast-paced environment
- Ability to work on multiple projects effectively and efficiently independently and collaboratively
- Experience in de-escalation methods and tools around physical and verbal altercations, as well as emotional crisis incidents

Additional Requirements:

All staff are expected to consistently act within the values and frameworks central to YEPP, and in keeping with the mission of YEPP. Staff must have an overall commitment to serving the participants of YEPP, and to contributing to a positive, respectful and accepting environment at YEPP.

Next Steps:

We are keeping this job offer open until we hire the appropriate candidate, however we aim to have these individuals in place for a January 14th start date. We invite applicants to submit their applications ([see application link here](#)) as soon as they can, as we are reviewing applications on a rolling basis.

Following the completion of this form, your application will be assessed. If your application gets selected, a staff member will reach out in order to schedule an interview. If you have any questions, don't hesitate to contact us at info@WeSayYEPP.com.