

Position Description

Program Director Hip-Hop On L.O.C.K.

Hip-Hop On L.O.C.K., one of Greater Pittsburgh's premier mentoring and arts education organizations, shows the ability to identify and connect with youths grades K-12, and teaches relevant life-long skills such as Leadership development, Organizational skills in addition to Cooperative economics and Knowledge of the music business that can be applied to everyday situations as well as math, science and literacy.

Overview: The Program Director works for Hip-Hop On L.O.C.K. handling functions that ensure each cohort operates smoothly and works for the development and expansion of Hip-Hop On L.O.C.K.'s new program formats. The position encompasses responsibilities that support the Executive Director's yearly programming objectives.

Qualifications: Minimal educational requirement is a bachelor's degree in education, marketing, business or a related field. Should have three plus years experience in managing educational programs, writing reports, handling public relations, creating brochures and bulletins, and working with partnering organizations. Human resources and fund raising experience is a plus. Must have the ability to multi-task, and to problem solve. Must possess strong writing skills. Should have computer skills in Microsoft programs. Macintosh experience is a plus.

This position requires excellent organization, project management, interpersonal, and oral & written communication skills. Successful candidates will have the ability to write curriculum, engage educational institutions and non-profit groups. An understanding of media as creative expression, digital savvy, and event planning on a regional or national scale will be highly factored into the selection process. Ability to travel required.

Responsibilities:

- Supervise designated program staff i.e. program coordinator and instructors as necessary and provide field support as needed.
- Manage financial and human resources management to support program operations
- Plan and implement program functions
- Develops programming formats that offer students a more intense educational opportunity
- Plan, conduct, and participate in staff meetings
- Assists Executive Director in planning and implementing expansion activities, e.g., recruiting schools, moving into new districts, new cities, etc.
- Handles activities related to cohort management, e.g., expenses, budgeting etc.

Please submit cover letter and resume to info@hiphoponlock.org. No phone calls please.