



Saint Paul Neighborhood Network  
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Saint Paul, MN 55114  
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www.spnn.org

**Position:** Youth Programs Specialist

**Classification:** Non-exempt

**Salary:** \$22-\$24/hour, plus benefits, up to 40 hours/week

**Location:** SPNN, St. Paul

### **Job Description**

We're looking for someone to create meaningful opportunities for youth to engage in the media arts, including documentary, podcasting, and narrative audio and video projects. Our Youth Programs Specialist will work with other youth-serving organizations to provide workshops, build relationships with local schools to offer multi-week programs, hold drop-in space for youth to explore media, and help create pathways to professional media opportunities.

### **About SPNN**

Founded in 1984 to offer a media voice to underrepresented people, SPNN is a 501 (c) 3 non-profit that has since grown to harness its unique media tools, digital communications expertise, and spirit of innovation to elevate community media arts to a new level, becoming a national model. SPNN improves community social, civic, and economic equity via the transformative art of media making and 21st century skill-building. Our mission is: to empower people to use media and communications to better lives, use authentic voice, and build common understanding.

### **What you get to do:**

- Plan engaging media activities for small to medium sized groups of youth
- Work in collaboration with other members of the Media Education team as needed to deliver programs
- Recruitment and selection of youth participants
- Coordinate with schools and youth-serving organizations to deliver appropriate programming
- Designing, implementing and managing after school programs, drop-in space, and summer programs
- Co-create and enforce guidelines for youth behavior
- Help create and run an apprenticeship program for youth and adults to gain job skills in media
- Organize and maintain records and materials needed for all youth activities
- Be an active part of the Sprockets network and the Twin Cities Youth Media Network
- Support SPNN youth and adults as they learn media production and distribution skills

### **What we need from you:**

- Operational familiarity with audio and video production equipment
- Knowledge of the Adobe Creative Suite, including Premiere and Photoshop
- Experience and interest in teaching or mentoring young people

- Ability to work with individuals with a variety of identities
- Excellent organizational skills
- Proactive attitude and drive for excellence
- Commitment to outstanding customer service
- A sense of humor and willingness to learn

### **Working Conditions**

- The Youth Programs Specialist needs to be here when our youth participants can be here, which means evening and weekend work
- Most of your working hours will happen on-site at SPNN or out in the community with other organizations or schools
- Reports to Deputy Director

### **Compensation and Benefits**

- Wage range from \$22 to \$24 per hour, depending on experience and qualifications
- SPNN offers 12 sick days, 12 vacation days, 10 paid holidays, 2 personal days, and six weeks of paid parental leave.
- SPNN also offers competitive medical and dental insurance and matching retirement contributions

### **To Apply**

Please send a cover letter and resume in PDF format to [careers@spnn.org](mailto:careers@spnn.org) with “Youth Program Specialist” in the subject line. We will review and screen applications on a rolling basis and plan to schedule interviews starting July 8 with a potential start date of August 12.

*SPNN is focused on building a diverse and inclusive workforce. If you're excited about this role but do not meet 100% of the qualifications above, we encourage you to apply. St. Paul Neighborhood Network seeks to foster equal opportunity for all to obtain employment, education, public accommodation, and access to telecommunications without regard to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, class, mental or physical disability, or status with regard to public assistance and strictly in accord with their individual merits as human beings. Alternate formats of this document are available upon request.*