



## JOB DESCRIPTION / YOUTH IN MOTION PROJECT COORDINATOR

### ABOUT FRAMELINE

Frameline's mission is to change the world through the power of queer film. As a media arts non-profit, Frameline's programs connect filmmakers and audiences in San Francisco and around the world. Frameline's integrated programs provide critical funding for emerging LGBTQ+ filmmakers, reach hundreds of thousands with a collection of more than 250 films distributed nationally, and create an international stage for the world's best queer film through the San Francisco International LGBTQ+ Film Festival and additional screenings and cinematic events in person and online.

### THE POSITION

Since 2008, Frameline Youth in Motion has presented LGBTQ+ themed films and accompanying curricula to student clubs and teachers in middle and high schools through collaboration with Genders and Sexualities Alliances (GSA's). The program is currently presented in over 1400 schools in all 50 states Nationwide.

Frameline seeks a Project Coordinator to maintain current outreach with local and nationwide GSA organizations, communicate with current Youth in Motion participants, direct community outreach and new strategic partnerships, manage online promotion and marketing, and supervise materials distribution.

The position works closely with Frameline's Distribution & Educational Programming Manager, as well as national GSA organizations, and school GSAs.

**Reports to:** Director of Distribution & Educational Programming

**Salary:** \$25 per hour, 22.5 hours a week

**Dates:** October- December (12 weeks)

**Status:** Part-time project-based contract (non-exempt)

### QUALIFICATIONS

#### REQUIRED QUALIFICATIONS & SKILLS

- Experience digitally communicating and engaging with youth (ages 13-18), preferably LGBTQ+ youth.
- Experience with marketing, public relations, and strategic partnerships
- Demonstrated ability to manage multiple tasks and meet deadlines,
- Ability to work independently and as part of a team
- Effective communication and organizational skills
- Experience with internet-based outreach strategies

- Responsive to unpredictable workflow and hours
- Fluency in applications including Constant Contact, Office Suite, Adobe Suite
- Strong attention to detail

#### **PREFERRED QUALIFICATIONS AND SKILLS**

- Experience with Gay-Straight Alliances or other youth-based organizations, preferably LGBTQ+.
- Experience with program evaluation
- Professional experience with educational curriculum
- Familiarity with Youth in Motion and Frameline

#### **DUTIES AND RESPONSIBILITIES**

- Identify and execute diverse outreach and marketing strategies to increase participation in Youth in Motion on a nationwide scale including outreach to GSA organizations, individual schools and districts, and other youth-based organizations.
- Execute program communications strategy and online/social media networking
- Supervise program distribution to all registered schools for 2021 school year
- Update and maintain current and new registrations for Youth in Motion through Google Forms
- Construct and send e-blasts to registered participants

#### **TO APPLY:**

Please send cover letter, and resume to [distribution@frameline.org](mailto:distribution@frameline.org). Subject: Youth in Motion Project Coordinator Search.

#### **Application Deadline: September 30, 2021**

Early applications encouraged. No phone calls, please.

*Frameline is an equal opportunity employer and is firmly committed to complying with all federal, state and local employment opportunity ("EEO") laws. Frameline strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.*