



SEATTLE ARCHITECTURE FOUNDATION

SHAPE SEATTLE!

Program Director

Youth, Family and Public Programs

About the Seattle Architecture Foundation (SAF)

The Seattle Architecture Foundation connects people to the architecture, design, and history of Seattle. We believe the more you engage with design, the more you feel connected to your changing city. As a volunteer driven organization, we provide programs which will empower you to make a difference in your community. SAF is a 501(c)(3) nonprofit corporation governed by a volunteer Board of Directors, supported by dedicated volunteers and generous donors. Primary funding comes from corporate and individual donations, grants, and program fees.

SAF is also a founding partner in the Center for Architecture & Design (CFAD). CFAD is a dynamic public space for exhibits, programs, and conversations that explore design's role in shaping cities.

Position Overview

The Program Director is responsible for the oversight, development, marketing, and volunteer training/coordination for Youth & Family Programs, Exhibits and related public programs. This is a leadership position at SAF, and the successful candidate will have strong volunteer engagement and project management skills. This position is required to occasionally work on evenings and weekends when programs are scheduled.

About SAF Programming

SAF works year-round with more than 500 youth and family members as well as a strong corps of volunteers, community members and design industry partners. SAF programs are designed to inspire involvement in, and increased awareness for, the role of design of Seattle and its neighborhoods. Current SAF Youth, Family and Public Programs include:

- School-based after-school classes in Seattle Public Middle Schools
- Teen Design Workshops for middle school youth
- Monthly and drop-in Saturday Family Design Workshops at the Center
- Summer programs, school field trips and other activities with community partners
- Exhibits installed at the Center for Architecture & Design and related public programs
- Architectural Walking Tours (this position is not responsible for this program area)
- There is also the opportunity to grow & develop other community programs (dependent on financial/volunteer resources)

Qualifications

- Strong interpersonal and communications skills
- Demonstrated project management experience
- Basic knowledge and/or appreciation of architecture, design and city planning
- Experience working with and managing teams of volunteers to implement events or community programs
- Experience developing curriculum and coordinating and implementing programs for school-aged youth
- Experience managing exhibits or visual presentations
- Comfortable with MS Word, Excel, PowerPoint and social media platforms
- Must work well collaboratively with a team as well as independently
- Bachelor's degree and minimum 1-2 years working with youth/families/arts programs or equivalent relevant experience
- Background in marketing, grant writing, graphic design, and previous non-profit experience a plus

Duties and Responsibilities

- Oversee the development, marketing, coordination, expansion and evaluation of new and ongoing youth and family programs
- Collaborate with volunteer program committees to plan & evaluate programming
- Recruit, train, manage, acknowledge and assess the needs of volunteers
- Develop and maintain partnerships with schools and other community partners
- Manage the development and coordination of exhibits in collaboration with volunteers, contractors and CFAD partners (1-2 a year)
- Oversee the design, printing and distribution of program materials
- Assist with grants and fundraising materials as needed
- Collaborate on volunteer recruitment and retention, training, evaluation, continuing education, social events and awards (including Annual Open House and school-based events)
- Work alongside SAF and CFAD team to promote programs and exhibits

Location: 1010 Western Ave, Seattle, WA 98104

Benefits: This is a full-time position, and ranges 32-40 hours a week and offers generous paid time off, health insurance, and transit benefits. The salary range is \$20-\$22/per hour.

To Apply

Please send thoughtful cover letter and resume, with “Program Director” in the subject line. If you have visual examples (brochures, curriculum outlines, activities) of programs you have worked on please feel free to send up to three (3) pages in PDF format. Please send all items by the closing date of 6/29, although qualified applicants may be contacted before the closing date to begin the interview process.

Submit via email by 6/29: info@seattlearchitecture.org with “Program Director” in the subject line
No calls or office visits, please.

SAF provides equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, national origin, religion, creed, age, sex, sexual orientation, marital status, mental or physical disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state, and local laws.