



### ***Position Summary: Social Media Program Instructor***

The Buffalo Center for Arts and Technology Center (BCAT) is seeking a part-time Social Media Program Instructor to work with high school students in a workshop setting. The successful candidate will develop, coordinate and implement an age-appropriate youth Social Media Program. The ideal candidate will have experience and enthusiasm for working with youth and a passion for social media marketing. The program will run from November 2018 through June 2019.

### **SHARED VALUES AND EXPECTATIONS**

The successful candidate will:

- Serve as an ambassador of BCAT, demonstrating our mission and values in a positive and professional manner and acting as a role model for our high school students
- Show a strong commitment to building a community whose values are to “respect, listen, embrace, shape learn, influence.”
- Be committed to delivering high-quality, professional teaching and curriculum standards
- Demonstrate professionalism and accountability
- Take initiative to analyze and solve problems
- Respond to students, family member and colleague needs
- Maintain a high standard of ethics, integrity and confidentiality

### **Job Responsibilities:**

- Coordinating a research group of 6-8 students
- Participation in BCAT professional development requirements and weekly planning meetings
- Submission of a project description, overview, and weekly plans prior to the start of each session, as appropriate
- Ability to work collaboratively with BCAT management and teaching artists
- Adherence to BCAT organizational and Human Resources policies and practices
- Openness to feedback and desire to grow professionally
- Ability to handle multiple tasks efficiently and accurately
- Strong organization skills and attention to detail
- Ability to communicate clearly, maturely and compassionately with students and parents
- Ability to coordinate and prepare students for on-site and off-site project presentations

### **Minimum Qualifications:**

- BA in a related discipline
- Availability one day per week between 3-6pm
- 1-3 years youth group or classroom management experience, working with diverse youth of color ages 14-18
- High level communication skills
- Exceptional references

Preferred Qualifications:

- 3-5 years experience teaching grades 9-12
- Group facilitation and team building skills
- Knowledge of Buffalo neighborhoods and the Buffalo Public Schools are strongly preferred.
- Trauma-informed training and/or willingness to engage in such training

Additional Information:

Preferred areas of instruction:

- Social innovation and entrepreneurial skills
- Social media marketing plan development and execution
- Content development strategies
- Best practices for Facebook, Instagram, Twitter and Snapchat
- Privacy protection and harassment prevention

How to apply:

Interested candidates should submit a resume, cover letter and the names of three references to [eeisenhauer@bufcat.org](mailto:eeisenhauer@bufcat.org). Applications will be accepted through October 17, 2018. Incomplete applications will not be considered.

**About Buffalo Center for Arts and Technology**

Buffalo Center for Arts and Technology (BCAT) is a not-for-profit whose mission is to inspire, motivate and prepare youth and adults for educational and career advancement through year-round arts programming and job training. BCAT is based on MacArthur Fellow Bill Strickland's Manchester Bidwell Guild and is a results-driven organization focused on ensuring that high school students graduate from high school and adult students in the workforce development training programs secure careers with family sustaining wages. BCAT is located at 1221 Main Street in Buffalo NY.