



**Manasota ASALH**  
**Association for the Study of African American Life and History**

**PROGRAM DIRECTOR POSITION**

**Program Director, Manasota ASALH Freedom School (MAFS) and  
Manasota ASALH Youth Program**

The mission of ASALH ([asalh.org](http://asalh.org)), a national organization, is to promote, research, preserve, interpret, and disseminate information about black life, history, and culture to the global community. The organization was founded in 1915 by Dr. Carter G. Woodson, known as the father of Black history. The Manasota ASALH branch ([asalh-manasotafl.org](http://asalh-manasotafl.org)) is located in the Bradenton/Sarasota area.

The Manasota ASALH Freedom School is a free, community-based Saturday school program that teaches the history of Africans and African Americans to pre-K through 12<sup>th</sup> grade students. The program was launched in Spring 2023 with a 10-week pilot program, and the 2023/24 session is being offered from November 23 to April 2024. The goal of the Manasota ASALH Youth Program is to recruit young people to join ASALH and to participate in events and activities organized specifically for them.

Reporting to the President of Manasota ASALH, the Program Director provides strategic leadership and operational management for the Freedom School and the Youth Program. Responsibilities include administration and coordination of all aspects of the programs such as planning, organizing, recruiting, evaluating, budgeting, supervising volunteer staff, and assisting with fundraising.

**Specific responsibilities**

- Develop and implement goals and objectives to achieve the success of the programs.
- Develop and implement a recruitment plan to meet program goals.
- Maintain contact and work closely with MAFS teachers to implement program goals.
- Recruit volunteers and conduct volunteer orientation and training.
- Maintain communication with parents and students.
- Develop a budget and operating plan to support the programs.
- Develop evaluation methods to assess program strengths and areas for improvement.
- Ensure programs are delivered in a safe, welcoming, and positive manner.

- Identify funding opportunities, prepare proposals and reports to donors.
- Maintain communication with ASALH staff and members, and cultivate relationships with community organizations and other stakeholders to build support for the programs.
- Perform other duties as assigned by the ASALH president and Education Committee chair.

#### **Qualifications and skills**

- Support for the ASALH mission and a passion for educating youth about African American history.
- Proven track record as a successful program director, program manager, or project manager.
- Experience coordinating and managing teams of diverse individuals from different social and economic segments of the community.
- Excellent verbal and written communication skills with careful attention to details.
- Experience developing and managing budgets.
- Excellent problem-solving and communication skills.
- Proficient with technology (e.g. Zoom, visual presentation methods, using a laptop and other communication devices).
- Comprehensive knowledge of office suite of products, e.g. Excel, Word, Google Docs, PowerPoint, Microsoft Office, Dropbox, etc.

#### **Education and experience requirements**

- Bachelor's degree minimum required or five years related experience required; Master's in Education, management, or similar relevant field preferred.
- 5-7 years related experience, with demonstrated program management experience.
- Experience managing budgets.