



## **Assistant Director (Full Time, Hybrid)**

**Are you passionate about empowering bright young minds and creating inclusive, transformative learning experiences?** Join MITY as our next Assistant Director and help shape the future of enrichment education for advanced learners.

### **Position Summary**

As Assistant Director, you will lead MITY's expanding elementary programs and contribute to strategic initiatives in operations, admissions, and marketing. You'll collaborate with passionate educators, engage diverse communities, and play a key role in enhancing the MITY experience for students and families. Reporting to the Executive Director, this position offers an exciting opportunity to help guide the organization as it approaches its 60th anniversary.

### **Our Organization**

Minnesota Institute for Talented Youth's mission is to inspire and challenge intellectually curious students to pursue their passions within a diverse, inclusive community and empower them by building skills and relationships for lifelong success. MITY provides academic enrichment programs during the summer and on select Saturday mornings during the school year. Founded in 1967, MITY now serves over 1,200 1st - 11th grade advanced learners from over 290 schools annually. For many of these students, MITY is the one place that they can be themselves and meet like-minded peers.

### **Why Work at MITY?**

- Mission-driven work that directly impacts bright, curious youth
- A supportive and inclusive team culture
- Opportunities for creativity, innovation, and leadership in programming
- Flexibility and autonomy in a hybrid work environment

### **Essential Duties and Responsibilities**

#### **Elementary Program Leadership**

- Oversee all aspects of MITY's Saturday and summer elementary programs from planning to execution.
- Review student files and make admissions decisions.
- Facilitate sessions, including welcoming families, delivering opening remarks, managing logistics, and handling technology or behavior issues.
- Recruit, train, and supervise teachers and seasonal staff.
- Maintain strong relationships with families, students, and host school personnel.

**Marketing and Community Engagement**

- Co-develop and implement a strategic communications plan to promote MITY's brand and programs.
- Establish partnerships with schools, local organizations, and businesses to broaden MITY's reach.
- Represent MITY at school visits and community events.
- Gather and curate photos, videos, testimonials, and data to support storytelling and outreach.
- Build alumni relationships to support fundraising and networking.

**Resource Development**

- Coordinate resources in support of hands-on learning experiences, including organizing supplies and updating and maintaining technology.
- Extend and update MITY's database of appropriate families and educators.

**The Ideal Candidate for this position will have the following:****Must-Haves**

- A passion for empowering youth through meaningful education
- Master's degree in education, nonprofit management, communications, or a related field
- 10+ years of experience in teaching, school leadership, or nonprofit program management
- Excellent communication skills and ability to connect with diverse communities
- Proficiency in Google Workspace and strong tech literacy
- Strong organization, follow-through, and attention to detail
- Ability to work independently and collaboratively in a small team

**Preferred Qualifications**

- Experience leading enrichment, gifted/talented, or out-of-school-time programs
- Marketing, communications, or community engagement experience
- Knowledge of DEI practices in educational or nonprofit settings
- Sense of humor and approachable, team-oriented personality

**Work Environment**

- Join a small, collaborative full-time team (3 staff) and help lead a larger seasonal workforce of ~100 educators and contractors.
- The position is hybrid; you will be expected to work in the St. Paul office two+ days per week and be on-site for all Saturday and summer programming
- Periodic travel within the Twin Cities metro area for events

**Compensation:**

MITY offers a collaborative, purpose-driven work environment with a flexible hybrid schedule, meaningful work that makes a difference in young lives, and generous discounts for employee families.

- Salary range is \$70K - \$80K based on experience and qualifications
- Eligible to participate in MITY's 403(b) plan
- 50% discount on MITY programs for employee children
- Eligible to participate in a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)

To apply, please email your **resume and a brief cover letter** to [erica@mity.org](mailto:erica@mity.org). Questions? Contact Erica Brewinski at (651) 243-2221.

**Priority application deadline:** October 20, 2025

Minnesota Institute for Talented Youth is a 501c3 nonprofit organization founded in 1967. Visit [mity.org](http://mity.org) to learn more.

MITY is an equal opportunity employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.