



You Are Expansive (YAE) Program Assistant

Location: Riverside Arts Center, Ypsilanti, MI

Hours: 15-20 hours per week (hybrid: on-site and remote work)

Compensation: \$1000

About *You Are Expansive* (YAE)

You Are Expansive (YAE) is a community-focused, art-based education program that integrates expressive therapies, liberatory education, and the Internal Family Systems (IFS) therapy model. YAE offers transformative learning experiences, promoting mental health, systems-level thinking, embodiment, and justice-aligned living.

This role is ideal for someone passionate about community engagement, marketing, and arts-based education. The **Program Assistant** will play a key role in broadening YAE's reach through marketing efforts, stakeholder outreach, and partnership development.

Key Responsibilities

- **Event Planning & Execution:**
 - Assist in planning, organizing, and promoting YAE workshops and community events.
 - Coordinate logistics, including venue setup, materials preparation, and participant engagement.
 - Provide on-site support during events, capturing content for marketing and outreach.
 - Gather feedback from attendees to inform future programming.
- **Community Partnerships & Stakeholder Engagement:**
 - Research and engage potential community partners to expand YAE's reach.
 - Build relationships with local organizations, schools, and artists aligned with YAE's mission.
- **Website Development & Digital Presence:**
 - Design and maintain a dedicated webpage for You Are Expansive.
 - Ensure online materials effectively communicate YAE's offerings and mission.
- **Marketing & Outreach:**
 - Create and schedule engaging content for social media and email campaigns.



- Assist in crafting press releases, PSAs, and other promotional materials.
- Distribute marketing materials and submit event details to community calendars.

Ideal Candidate

- Passion for arts-based healing, community engagement, and social justice.
- Strong writing, communication, and digital marketing skills.
- Experience or interest in website development and social media management.
- Ability to work collaboratively and independently on projects.
- Familiarity with Internal Family Systems (IFS) therapy, somatic healing, or expressive therapies is a plus.

Time Commitment & Work Environment

- **15-20 hours per week**, with a mix of on-site and remote work. A total of 200 hours is required.
- Some weekend or evening work may be needed for community events.

How to Apply

Interested candidates should email elizabeth@riversidearts.org with:

- A brief cover letter explaining your interest in the role.
- A resume or relevant experience summary.
- Optional: Samples of previous marketing, outreach, or design work.

This position offers **hands-on experience** in marketing, community outreach, and arts-based programming while contributing to a transformative initiative for collective liberation.