



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

PROGRAM MANAGER Job Description

Position Title: Program Manager
Department: Long Beach Programs
Location: Long Beach, Los Angeles County

PRIMARY FUNCTION

The Program Manager will enable the organization to develop staff to support youth change agents and work with partner agencies to move an equity agenda in their respective communities. With support from the Southern California Director of Programs (SCDP), the Program Manager (PM) is responsible for managing programs and initiatives. These efforts are designed to create opportunities for young people to serve as community advocates, leaders and decision-makers in efforts to advance policy and community change. They recruit, hire, supervise and manage staff, typically consisting of Program Coordinators and interns. They are experienced professionals with demonstrated success in planning and operating community-based youth organizing and engagement programs as well as the ability to work collaboratively and strategically toward a shared vision.

The Program Manager is expected to be an empowering and creative change agent, with an appetite for learning, coupled with an ability to operate as part of a team with internal staff and external partners. They should be familiar with a variety of concepts, practices, and procedures in the fields of youth development, social justice, and environmental prevention. In addition, they rely on extensive experience and judgment to plan and accomplish goals while performing a variety of tasks and leading and directing the work of others on their team.

A. RESPONSIBILITIES

1. Strategy, Program, Contracts & Partnership Management

- Manage program design and goals in accordance with organizational mission and strategy
- Manage contracts by creating processes for documenting program activities, including progress reports and year-end reports, within required timeframes; ensure that data collection methods meet funder obligations; draft and submit required reports
- Cultivate positive relationships with grant funders, including prospecting new funding relationships for targeted programs
- Support the program staff in the development and implementation of balanced, demographically diverse youth membership; provide oversight in the production of program outreach materials
- Create and implement programs to support contractual deliverables
- With support from SCDP, develop strategic alliances and partnerships to advance program and organizational goals

2. Human Resources and Personnel Management

- Establish a positive, healthy and safe work environment
- Ensure that program staff receives an onboarding plan that includes orientation to the organization and that appropriate training is provided
- Implement the YLI performance management process for staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- With support from SCDP, coach and mentor staff as appropriate to improve performance and develop and implement a professional development plan

3. Resource Management

- Maintain current, and cultivate new, networks and stakeholder relationships
- In partnership with SCDP, develop and manage annual regional budget
- In partnership with the Finance team, ensure timely invoicing
- Share project budgets with programmatic staff

4. Curriculum Development & Training Delivery

- In collaboration with other staff, create curricula, toolkits, case studies, articles and position papers in a diverse range of topics to capture lessons learned and internal and program evaluation results
- Support Training and Consulting Services (TCS) as needed

5. Fund Development & Leveraging New Opportunities

- Identify and share funding opportunities to support programmatic direction
- In partnership with SCDP, draft proposal narratives and budgets
- Engage in regular reflection about what is being learned through the work
- Routinely adjusting work to reflect salient lessons learned
- Work with Leadership Team to support ongoing organizational learning

6. General and Other

- Promote YLI's organizational mission and goals, including articulating the mission and taking opportunities to advance its goals when appropriate
- Participate as a team member in Youth Leadership Institute-wide events, staff meetings, Leadership Team Meetings and other YLI activities
- Track trends and stay current on the state of health equity as it relates to community organizing and movement building
- Represent the organization at community activities to enhance the organization's community profile
- Other assigned duties as required

Skills and Experience

- B.A. and/or a minimum of three to five years relevant experience in field of youth development
- Minimum three to five years supervising staff, youth, and interns leading campaigns
- Facilitating, organizing, and training with youth and adults
- Demonstrated commitment to social justice through previous work experience
- Significant experience in project management
- Strong written and verbal communications skills
- Excellent follow-through skills; detail-oriented, organized, professional

- Community-based research or assessment models
- Able to work some evenings and weekends
- Able to work in a fast-paced, multi-faceted environment
- Computer literate on Mac OS; proficient in Microsoft Word and Excel; proficient in Google docs
- Capacity to be self-motivated
- Organizing to win improvements in the lives of youth and/or adults in LA County
- Training and providing technical assistance to youth and adult leaders
- Knowledge of Los Angeles County neighborhoods and communities very helpful
- Familiarity with social media as a tool for organizing and advocacy

TO APPLY: Email a cover letter, resume, and work sample, with the subject line **Long Beach Program Manager** to: mbedolla@yli.org by Friday, June 3rd, 2022. (Work sample might be, for example, a 2-page writing sample, a blog post, or a piece of media or art.)

YLI strongly encourages applications from persons of color, women and LGBTQ identified individuals, as well as from applicants who are Bilingual. Youth Leadership Institute does not discriminate against its employees or applicants based on gender, race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, or any other impermissible basis.

COMPENSATION & BENEFITS

This is a full-time exempt position reporting to the Southern California Director of Programs. Work is currently primarily remote, but, post-COVID, work will be based at our Long Beach office. YLI salaries are adjusted based on geographic factors. The starting range for this position is \$65,528 - \$74,053.

We offer a generous benefits package, including full medical, dental and vision coverage (dependent premiums 50% paid by YLI), optional health, commuter and dependent care flexible spending accounts, flexible work schedules, and 403(b) plan with 4% match after one year of service.

COVID-19 Safety and Vaccines: YLI prioritizes the safety of our staff, youth participants, and the wider community. Due to the COVID-19 pandemic, staff and their supervisors work together to determine the appropriate remote or onsite work arrangement based on recommendations from government health agencies, the nature of the individual's role, and in alignment with organizational policies and departmental needs. We currently have a mandatory vaccination policy, including an accommodations request process for those needing religious or medical exemptions.

This job description is subject to revision.