



# YOUTH LEADERSHIP INSTITUTE

## Use Your Voice

### Program Manager [San Mateo County] Job Opening Announcement

**Youth Leadership Institute (yli)** brings together young people and their adult allies to create positive community change that promotes social justice and racial equity. With community-based programs based in Fresno, San Francisco, Marin, San Mateo, Merced, Long Beach and the Eastern Coachella Valley, yli engages young people of color, low-income youth, and other impacted youth as advocates of social change.

#### yli CORE VALUES

- **Inclusion:** Young people are profoundly impacted by policies affecting their communities. yli brings youth to the table and works to institutionalize youth voice in the decision-making process.
- **Innovation:** Youth can often see a way forward where adults cannot. yli encourages youth to identify and implement their own solutions to the issues their communities face.
- **Social Justice:** Throughout history, young people have ignited and led social justice movements to create a better world for everyone. yli helps them to focus their attention on the root causes of injustice, and sharpen the skills they need to tackle them.
- **Community:** Nobody can do it alone! Through relationship and coalition-building, yli feeds the connective tissue within our communities to power our movements with the brilliance, resourcefulness, and wisdom of our partners.

#### 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 Bay Area Director of Programs (BADP), 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

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- 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 (BADP), 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 (BADP), 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 BADP, 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 BADP, 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

### Required Skills, Qualities, & Experience

- B.A. and/or a minimum of five to eight years relevant experience in field of youth development
- Minimum 3 - 4 years supervising staff, youth, and interns leading campaigns



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- Facilitating, organizing, and training with youth and adults
- Demonstrated commitment to social justice through previous work experience
- Approaches young people in a manner that reflects that they are whole and powerful, and in a way that amplifies their voices and honors their perspectives.
- Commitment to social justice, public health, and community organizing as strategies to affect change.
- Commitment to actively dismantling systemic racism, and to continuously deepening your own understanding of intersecting oppressions, including anti-Blackness, colorism, ageism, and gender inequities.
- Significant experience in project management
- Strong written and verbal communications skills
- Excellent follow-through skills; detail-oriented, organized, professional; can succeed in a fast-paced, multifaceted environment.
- 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 in Mac platform and google suite (gmail, gdrive, gcal, gdocs, gsheets), and the capacity to quickly learn new technology.
- Capacity to be self-motivated
- Organizing to win improvements in the lives of youth and/or adults in San Mateo
- Training and providing technical assistance to youth and adult leaders
- Knowledge of San Mateo County neighborhoods and communities very helpful
- Familiarity with social media as a tool for organizing and advocacy

### PHYSICAL REQUIREMENTS

*We include these to be transparent and welcoming to those with differing abilities, to facilitate clear communication regarding requests for accommodations.*

- Capacity to communicate effectively via email, phone, and video call.
- Sitting and typing required for several hours per day.
- Occasional lifting of up to 20 lbs.
- Access to a personal vehicle and clean driving record.

### COMPENSATION & BENEFITS

This is a full-time exempt position reporting to Bay Area Director of Programs. Work is currently primarily remote, but, post-COVID, work will be based at our San Mateo office. yli salaries are adjusted based on geographic factors. The starting salary for this position is \$78,000.

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.

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**TO APPLY:** Email a cover letter, resume, and work sample, with the subject line **[Program Manager San Mateo County]** to: [acuena@yli.org](mailto:acuena@yli.org). (Work sample might be, for example, a 2-page writing sample, a blog post, or a piece of media or art.)

**Inclusion sits at the center of yli's programs.** yli is an equal opportunity employer and does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, HIV/AIDS status and/or any other protected basis. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. People of color, LGBT persons, and people with disabilities are encouraged to apply. Youth Alumni who have participated and completed programs at yli are strongly encouraged to apply.

yli is committed to providing access and reasonable accommodations for individuals with disabilities in all aspects of the employment process. If a reasonable accommodation is needed, please contact [hr@yli.org](mailto:hr@yli.org) with the subject line "Accommodations Request."

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