



Position: Youth Program Manager

Reports to: Executive Director

Purpose:

- To develop and oversee the implementation of all youth programming
- To manage program evaluation, quality, and continuous improvements on programming
- To manage community outreach efforts
- To manage all program staff

Status:

Exempt, 40 hours/week

Starting salary range: \$40,000-43,000 (commensurate with experience and qualifications)

Primary Functions:

1. Develop and oversee the implementation of all youth programming

- Work with Executive Director to outline and framework all programs, determining goals/objectives, creating metrics and evaluation tools
- Identify new/changing needs in the service population (i.e. at-risk, ELL) and create new programming to meet these needs
- Supervise Program Coordinators in process of program coordination/planning and implementation to ensure quality
- Develop policies and systems for student enrollment and other procedures
- Provide direct service through a set of own programs

2. Manage program evaluation, quality, and continuous improvements on programming

- Develop processes and systems for student record keeping, progress tracking, and program data collection tools
- Analyze program results and evaluation data to inform needs for areas of program quality improvement or expansion
- Propose and implement plans for program improvements and expansion
- Proactively seek to learn best practices for program evaluation methods and apply to PV practices

3. Manage community outreach efforts

- Develop plan to consistently engage and communicate with our parents
- Develop student recruitment strategy and implement recruitment initiatives including outreach to community and local schools
- Identify, develop, and manage meaningful collaborations with potential partner organizations, groups, and local businesses or corporations

4. Manage all program staff

- Conduct recruitment, hiring, training, and supervision of Program Coordinators

- Conduct recruitment, hiring, training, and supervision of all staff and volunteer tutors
- Train and supervise all program interns
- Provide regular feedback and evaluations to all program staff
- Seek out resources to provide continuous training opportunities to program staff

5. Other

- Meet with Executive Director weekly to discuss programming
- Conduct regular staff meetings with program staff
- Attend trainings regularly to bring new knowledge and ideas to improve our programs
- Assist with researching and preparing potential program funding proposals and opportunities
- Work to engage Board and Associate Board members in programs

Qualifications:

- Bachelor's degree required
- At least 3 years of full time professional experience, preferably in nonprofits and youth development work
- Experience working with middle school and/or high school youth required
- Possess self-initiative, able to work independently and within a team
- Experience managing team of staff and volunteers
- Professional, organized, has excellent attention to detail and able to handle multiple projects and tasks simultaneously
- Possess excellent written and verbal communication skills
- Familiarity with the service community desired
- Proficiency with Microsoft Office tools, Google Suite applications
- Conversational Chinese Cantonese and/or Mandarin required at minimum, professional proficiency desired

To apply:

Please send a resume and cover letter to us via email at staff@projectvisionchicago.org.

Project: VISION is seeking a full time Youth Program Manager to oversee our programs serving over 200 middle school and high school youth. Our ideal candidate is an individual who is energetic and passionate about education, youth development, and able to help us scale our existing programs as well as create new programs that reach diverse groups of youth in our community.

Read more about the responsibilities and qualifications.

To apply, please send a resume and cover letter to us via email at staff@projectvisionchicago.org.