



Position: Youth Program Manager (High School)

Reports to: Executive Director

Status:

Exempt, 40 hours/week

Starting salary range: \$42,000-48,000 (commensurate with experience and qualifications)

Benefits eligible (medical, dental, paid time off)

Primary Functions:

1. Develop and oversee the implementation of all high school youth programming

- Work with Executive Director to outline and framework programs, determining goals/objectives, creating metrics and evaluation tools that align with our model and funder requirements (as applicable)
- Ensure all programs are engaging for youth and designed around Positive Youth Development principles and other effective youth development models and best practices; core programs include tutoring, college access, civic engagement, and workforce development.
- Identify new/changing needs in the service population (i.e. at-risk, ELL) and create new programming to meet these needs
- Supervise Program Coordinators (and other roles such as Lead Tutor, Program Assistants) in process of program coordination/planning and implementation to ensure quality
- Ensure quality delivery of all programs, and support staff with providing direct service whenever needed
- Build positive, supportive relationships with youth, and help ensure that staff also have skills, tools, and training to develop positive relationships between all staff and youth
- Develop relationships with school administrators, key teachers, and counselors and social workers

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 (while ensuring compliance with funders' requirements for tracking and reporting)
- 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

- Work with Parent Engagement Coordinator to consistently engage and communicate with our parents
- Develop student recruitment strategy and implement recruitment initiatives including outreach to community and local schools

- Work with the Case Manager to support youth and families with diverse needs
- Identify, develop, and manage meaningful collaborations with potential partner organizations, groups, and local businesses or corporations

4. Manage program staff

- Conduct recruitment, hiring, training, and supervision/coaching of Program Coordinators and other supporting program roles
- Conduct recruitment, hiring, training, and supervision of staff and volunteer tutors
- Provide regular feedback and performance evaluations to all program staff within their team
- Seek out resources to provide continuous training opportunities to program staff

5. Other

- Meet with Executive Director at least bi-weekly
- 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 at least 2 years experience within nonprofits and the youth development space
- Experience working directly with 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
- Conversational Chinese Cantonese and/or Mandarin highly preferred, professional proficiency desired
- Proficiency with Microsoft Office tools, Google Suite applications

To apply:

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