



Youth Workforce Program Manager

Project: VISION (www.projectvisionchicago.org) is a small grassroots nonprofit organization serving youth in Chicago's Chinatown, Bridgeport, and surrounding neighborhoods. We primarily provide free after school programming primarily to youth from low income, first generation immigrant families.

We are currently seeking a Program Manager to primarily run a pilot workforce program for older youth (18-24). The program is funded by IDHS' Illinois Youth Investment Program (IYIP) and will serve 20 youth with goals to provide youth with workforce training and placement into long-term employment.

Primary Functions:

- Outline/framework the program according to the proposed plan, determine goals/objectives, and create metrics & evaluation tools with supervision from the Program (or Executive) Director.
- Recruit youth participants by conducting outreach to the general community, organizational partners, and local schools
- Create and deliver 40-50 hours of professional skills development training workshops during each cycle of the program
- Secure and maintain relationships with employee partners; support employers via training for supervisors, facilitating regular performance evaluations, and ensuring youth complete the program
- Ensure that youth are able to complete their employment and able to secure long-term employment by supporting their continued training and professional development and supporting their social/emotional and basic needs
- Manage all program administration aspects including tracking attendance, youth employee communication, case management, and collecting documentations
- Ensure all grant compliance requirements are met, including attending IDHS meetings and trainings and completing required reports
- Design program evaluation tools based on program goals/objectives
- Monitor and collect data for program evaluation and grant compliance
- Manage data collection and conduct data analysis to identify and implement program improvements
- Work with the operations team to manage youth payroll and ensure timely payments during the initial employment period
- A secondary program that this position will manage is the pilot Parents In Education program, which will provide 20 parents (who are primarily recruited from the Parent Mentor Program) with basic professional development skills and assistance with pursuing jobs and careers in education spaces; the Manager will be responsible for designing and delivering training curriculum content and assisting parents with job search and placement.

Qualifications:

- Must have bachelor degree or higher
- Must have at least 3 full years of experience working with youth 18 and over in a mentoring or coaching capacity

- Able to work independently and self-manage well
- Professional, organized, reliable, punctual, and team player
- Experience with teaching and classroom management is preferable
- Excellent communication and presentation skills
- Must speak Chinese Cantonese and/or Mandarin at a professionally proficient level

This is an in-person position. Evening and weekend hours will likely be required.

Compensation:

Exempt, 40 hours/week

Benefits eligible (paid time off, medical, and dental benefits)

Starting salary range: \$46,000-48,000

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

Project: VISION is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.