



SECTION 1: JOB IDENTIFICATION

Title: Assistant Director, Programs & Education

Department: Main Campus

Reports to: Executive Director

Salary Grade: AD

Posting Date: July 27, 2017

Closing Date: Open until filled.

Hours/week and months/year: 40 hours/week

EMPLT Type: Full-time

FLSA Status: Exempt

Position Type: Staff

Posting Type: Internal/External

Posting ID: ADPE-07-2017-STF-FT

Youth Pride Inc. (YPI) is an affirming space for lesbian, gay, bisexual, trans, queer, questioning young people to build community, develop connections and be themselves. Youth come together from a wide range of backgrounds and join with one another over common issues and activities, sometimes as simple as playing video games or sharing a meal. All of our programs are free of charge and include individual counseling, weekly discussion groups, leadership trainings, social events and wellness activities. In the end, youth experiences at YPI can be transformative.

Recognizing that LBGTQQ youth exist outside of YPI, we also provide professional development and training for youth service providers, social service organizations and schools so they have the information and resources to treat all youth with respect and dignity.

SECTION 2: JOB SUMMARY (OVERVIEW)

The Assistant Director of Programs and Education is a full-time position that fulfills a defined management and leadership role for YPI's Center programs/services and assists the Executive Director in the administration and delivery of the professional education and training unit of the organization. YPI is seeking a dynamic, forward thinking, professional who is committed to using innovation and best practices to enhance the YPI youth experience. The Assistant Director will identify, design, recommend and implement, as approved, structures and support for youth services, learning and development opportunities. This position also assists in the analysis of the effectiveness of and establishes future direction for functional policies and programs. The Assistant Director manages program staff and resources to ensure that the goals and objectives of the programs and services are accomplished. An understanding and appreciation for the mission and direction of YPI will be important as the position liaises and actively engages other internal staff/contractors and the external community to inspire and encourage youth civic engagement and comprehensive leadership development for YPI youth.

SECTION 3: ESSENTIAL FUNCTIONS/DUTIES:

Essential Function #1: Oversee existing Center programs/services and identify and implement new opportunities which build community, assists in youth identity development, provides essential services and supports youth leadership development. These programs should foster sustainable youth learning outcomes and long-term growth and development. Existing programs include: OutSpoken, Wellness Series, Community Meals, Basic Needs Pantry, Gender Spectrum, The Way Out, 13+Under and coordinated clinical/counseling services. (35%)

Essential Function #2: Oversee and coordinate youth registration, enrollment and intake processes to the Center including the new youth/parent orientation program; including managing Youth Ambassadors. (15%)

Essential Function #3: Serve as the staff advisor to the Youth Programming Council; continue to review and create structures to promote leadership development opportunities and enhance youth voice, representation and governance of Center programs and activities. (15%)

Essential Function #4: Supervise, train, develop and evaluate program staff, interns, volunteers and coordinate clinical program consultants for counseling and group therapy support services. (10%)

Essential Function #5: Conduct assessment and evaluation of all Center programs to ensure learning outcomes and objectives are being accomplished; maintain program data for various reporting requirements. (10%)

SECTION 4: ADDITIONAL FUNCTIONS:

Additional Function #1: Assist in writing program grant proposals/reports in regards to specific program data and other reporting requirements as per grant stipulations. (5%)

Additional Function #2: Attend relevant community meetings, committee service and fund development events. (5%)

Additional Function #3: Performs other related duties as assigned. (5%)

SECTION 5: JOB QUALIFICATIONS/SPECIFICATIONS

Knowledge/ Skills/ Experience:

Bachelor's Level Degree required/Master's Degree preferred in Education, Youth Development, Counseling, Student Affairs or other related field; or equivalent combination of education and professional experience.

Required Knowledge/Experience/Skills Include:

- 3-5 years of progressive experience and demonstrated success in creating, coordinating, evaluating and delivering youth support services, educational programs, workshops and presentations which educate, inspire and enhance youth leaders that elicit engagement and increase learning.
- Demonstrated ability to supervise professional staff and advise individual youth and youth groups.
- Experience conducting training and leadership development workshops and producing publications for a variety of mediums including websites to support this work.
- Demonstrated ability to think strategically about and implement concepts of diversity, inclusion, intercultural relations, youth identity development and LGBTQ support.
- Demonstrated experience and success working in a multicultural, multi-able environment with a clear understanding of the issues and complexity of diversity in both youth and workplace settings.
- Demonstrated interest in, and commitment to, the mission of YPI and to working successfully with youth representing diverse backgrounds, circumstances and perspectives.
- Excellent public speaking, group facilitation, written and active listening skills along with the ability to work in a team-oriented environment is essential.
- Strong communication, organization, interpersonal, multi-tasking, problem solving and computer skills, including proficiency in MS Office.
- Must be able to handle confidential data.
- Must have reliable transportation and valid driver's license.

Preferred Knowledge/Skills/Experience

- 5+ years prior work experience working with youth ages 8-23 and a strong academic knowledge of youth learning and development theory; experience putting theory to practice.
- Bilingual ability desired.
- Understanding and sensitivity apropos to the intersections of ability, class, ethnicity, gender, gender identity, race, religion/spirituality, and sexual orientation.

Mental Demands:

The ability to read and comprehend documents and instruments. Must perform detailed work utilizing reasoning and problem solving skills and complete multiple concurrent tasks with constant interruptions. Possess excellent oral and written communications skills, interpersonal skills at all levels of the non-profit field, and organizational skills. Committed to and has the ability to articulate the importance of diversity and inclusion of LGBTQ youth in society. Must be able to serve as a pro-active resource for youth, staff and external community members.

Physical Demands:

This job involves all of the following in various degrees but is not limited to only these physical demands: attendance, standing, sitting, walking, squatting, carrying, lifting, climbing, twisting, reaching, pulling, pushing, cleaning, typing, writing, hearing, seeing, speaking.

Supervision & Scheduling Demands:

Receives moderate supervision. Consistent, but flexible schedule; however, may require occasional attendance at special events/functions of the organization. Occasional remote working arrangement possible. This position is regularly scheduled Monday – Friday from Noon – 8pm.

Environmental Conditions:

The job involves general office conditions in a youth center environment. Must be able to perform and work well with constant interruptions and loud music/activities during center drop-in hours.

Equipment:

Some of the equipment used to perform this job include: computer, printer, facsimile machine, file cabinets, copier, camera, calculator, telephone, scissors, stapler, hole punch, and writing instruments.

Special Notes:

Essential requirements are subject to possible modification to reasonably accommodate individuals with disabilities. People of color and LGBTQ people are strongly encouraged to apply.

Equal Employment Opportunity (EEO) Statement:

Youth Pride, Inc. recognizes diversity and inclusion as fundamental to its community and integral to its mission as an LGBTQ community-based youth organization. We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. Youth Pride Inc. is an equal opportunity employer and service provider and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability, age, marital status, veteran status, personal appearance, genetics, family structure and/or responsibilities, matriculation, political affiliation, gender identity/expression, HIV status or any other protected characteristic as established by law.

How to Apply:

Please email cover letter + résumé, to (careers@youthprideri.org) with the subject line: “[Your Name] ADPE Application.” Applicants who apply by August 11, 2017 will be given full consideration. Anticipated hiring date of late August 2017.

The successful candidate will be required to meet our pre-employment background screening requirements.