



**Job Title:** Program Manager  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Salary Range:** \$50,000-60,000

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**Our Mission:** Community for Youth inspires and supports Seattle High School students to be their best selves through mentoring, learning experiences, and a powerful community. It is our vision that youth are empowered to discover a future of possibility for themselves and their community.

**Job Summary:**

The Program Manager is a full-time, exempt position that will lead all aspects of CfY's unique one-on-one mentoring and community building program. The Program Manager will lead student recruitment, mentor recruitment, and program activities like Launch (weekend retreat), mentor orientation/training, student/mentor workshops, mentor appreciation, etc. The Program Manager supports Leader Corps, a group of youth leaders that meet regularly to advise the program, lead program activities and outreach, and represent CfY to other youth and the broader community. The Program Manager is a leader in the organization and will be a key part of strategic planning and program growth and development.

**Essential Functions**

Program Management

- Plan and implement program events including: Launch (weekend retreat), Matching/Match Night, Completion Ceremony, What's Next, Mentor Appreciation, The Alchemy Project Community Voices meetings, Summer BBQ.
- Manage and ensure all program metrics and deliverables are tracked and executed upon
- Supervises Program Coordinator to compile activities, resources, jobs, internship opportunities for dissemination to students, parents and mentors via online community platform.
- Manage and support key partnerships with Seattle Public Schools admin and school staff including MOU's, community feedback, and ongoing trainings
- Engage community and business partners in efforts to increase resources and opportunities for students, mentors, and program to supplement and increase student success.
- Maintain up to date on mentoring best practices, mentoring innovations and minimum standards.

- Manage and maintain overall compliance with policies and procedures that ensure the management of risk and program quality, relevance and consistency.
- Implement data collection and reporting plan to monitor program requirements, match monitoring and support and program results.
- Maintain Program participant database (Innovative Mentoring Software)

#### Student Recruitment/Support:

- Responsible for overall success of recruitment goals of student participants with the support of Program Coordinator and Program team
- Create and implement outreach and recruitment plans that includes partnerships with schools, Leader Corps, and other community organizations.
- Secure all required paperwork from students and parents/guardians. Ensure applications are complete with contact information, demographics, and this information is in program database.
- Ensure ongoing student support through regular contact between student and CfY. Document case management into program database.

#### Mentor Recruitment/Support

- Responsible for overall success of recruitment goals of mentor participants
- Create and implement outreach and recruitment plans. Ensure diverse, screened and appropriate mentors are selected.
- Ensure orientation and ongoing mentor training and support is provided.

#### Program Budgets and Planning

- Work in partnership with program staff and Executive Director to identify and communicate program financial needs and develop annual budget.
- Monitor spending to ensure expenditures are within tolerable variances. Notify Executive Director if spending exceeds budgeted amounts significantly.

#### Human Resources

- Recruit, hire, train, coach, recognize, and evaluate paid and unpaid program staff.

#### Development Support

- Support agency fund development events including auction, annual campaign and other fundraising efforts.
- Identify and develop funder relationships where appropriate.
- Support Annual Report to Funders with Program related stories, impacts, and data

#### **Education and Experience:**

- Bachelor's degree in a related field or equivalent experience required, MSW strongly preferred;
- Demonstrated commitment to racial equity and social justice;
- A minimum three years related experience;
- Experience giving presentations in a professional setting;

- Knowledge of and experience working with youth impacted by poverty and racism;
- Knowledge of Seattle Public Schools a plus
- Skills in multiple languages a plus

**Desired Skills and Qualities:**

- High level of organization, time management, follow-through
- High attention to detail. Ability to organize and maintain detailed records and complete necessary paperwork. Understanding of the sensitive and critical nature of ensuring the safety of students
- Proficient in Office and GSuite applications
- Ability to clearly and passionately articulate the mission of CfY to small and large audiences
- Ability to connect with and lead a diverse group of people and motivate and support their successful participation and completion in the mentoring relationship and community
- Excellence in communicating and presenting concepts and curriculum in an effective, engaging and accessible way through multiple methods including online
- Passion for and commitment to race and social justice, critical mentoring and student leadership
- Quick turnaround on communications via phone and email
- Ability to successfully prioritize tasks to meet deadlines and reach goals
- Excellent verbal communication skills
- Effective at working on a small, collaborative team
- Excellent networking skills
- High level of flexibility and adaptability to meet changing work goals and demands

**WORK ENVIRONMENT**

The work environment conditions described below are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Conditions:

- Hybrid office environment; with an emphasis on in-person program delivery
- Frequent independent travel;
- Occasional evening and weekend work required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization.

Equal Employment Opportunity

Community for Youth provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

**APPLY**

Please send resume and cover letter to [cfyjobs@communityforyouth.org](mailto:cfyjobs@communityforyouth.org). Application deadline: July 30, 2021.