



JOB ANNOUNCEMENT

Program and Administrative Manager

City Youth Now supports youth in the San Francisco foster care and juvenile justice systems by providing programs and services that promote stability and personal growth. We are seeking a motivated individual to join our team as **Program and Administrative Manager**. This position offers an excellent opportunity for professional growth in the nonprofit sector.

Overview

The Program and Administrative Manager is responsible for managing, organizing and implementing services, activities and events of the organization. Working with the Executive Director and Program Coordinators, this position interfaces with multiple stakeholders, including youth, partner organizations, probation department employees, employers, volunteers, social workers, board of directors, and juvenile probation officers.

Major Duties and Responsibilities:

Program Management and Development

- Plan the delivery of programs, services and activities in accordance with the mission and the goals of the organization
- Develop and manage goals and objectives to achieve the successful outcome of the programs
- Monitor program activities and conduct regular evaluations with reporting to senior management
- Manage evaluation and outcome measures to document program success
- Coordinate data collection, analysis and reporting for internal needs and external requirements
- Manage the collection and maintenance of records on program participants for statistical purposes in accordance with confidentiality/privacy policies
- Prepare periodic programmatic reports for Executive Director, Board, and funders
- Collaborate to develop new program ideas to support the strategic direction of the organization
- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency

Operations, Administration, and Finance

- Work with Executive Director to create useful management systems
- Assist with managing organizational and program budgets, and maintaining fiscal accountability
- Provide HR Generalist support through onboarding of staff, managing requests for time off, and monitoring labor law requirements
- Maintain office equipment needs, supplies and space including requesting maintenance, coordinating IT support and keeping office stocked and organized.
- Provide required information to have invoices generated and submitted
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Monitor cash flow projections and report actual cash flow and variance to the Executive Director

Personnel Management

- Assist with recruiting, hiring, and training program staff and interns
- Foster a positive work environment that values collaboration, flexibility, authenticity, and feedback
- Provide individualized supervision through weekly check-ins, annual performance evaluation, and ongoing project and task management support

Fundraising and Development

- Assist with researching, developing and editing grant proposals and reports
- Assist in planning and coordination of annual major events and other fundraising activities
- Assist in engaging donors and assist in the management of Salesforce Database

Community Relations

- Create and maintain relationships with clients and other stakeholders to gain community support for the program and to solicit input for program improvement
- Collaborate in coordinating and developing organizational community outreach strategies
- Other duties as assigned by the Executive Director

Minimum Qualifications:

- Bachelor's degree with work experience in program management or development. An advanced degree is helpful.
- Highly collaborative, organized, good problem solver and creative self-starter with a desire to develop and grow programs for youth.
- Experience managing staff.
- Experience working with youth in community-based settings. Experience with youth involved in juvenile justice and/or foster care system is highly preferred.
- Cultural competency and experience working with diverse communities.
- Ability to communicate effectively with staff, board of directors, youth, organizational partners and funding partners.
- Proficiency with computer applications and programs, including QuickBooks, MS Office, email, internet research, social media applications, Sales force, Word Press, and online care management systems.

Working Conditions

- Program and Administrative Manager works primarily in an office environment shared with other staff, and inside the SF Juvenile Justice Center. The needs of the organization will require picking up toys, school supplies, light equipment and supplies. The position also travels to meetings at businesses offering internships, county agencies and other locations throughout San Francisco.

STATUS: Full Time (Exempt)

SALARY RANGE: \$45,000-\$50,000 – DOE. Health care and retirement benefits available

TO APPLY: Please send resume, cover letter to careers@cityyouthnow.org. No phone calls please.

Application due by July 14, 2017.