

Job Description
Youth Programs Manager

Job Title:	Youth Programs Manager	Status:	Regular, Full-Time
Reports To:	Director of Youth Programs	Salary Range:	\$47,500 - \$57,500 DOE/DOQ
Program:	Youth Programs	Classification:	Exempt

The Mockingbird Society™ is an advocacy organization that thinks holistically, creatively and passionately about meeting society’s obligations to children and youth who need out-of-home care – those who must leave family homes that cannot or do not provide adequate care. The young people we serve often move through a variety of living situations, including foster homes, kinship care, and different manifestations of youth homelessness. Our work is to ensure that the systems of care that serve these young people provide the services that are needed, with the standard of excellence that all children deserve. Our advocacy is rooted in the direct experience and voice of young people who have experienced foster care and youth homelessness.

POSITION SUMMARY

TMS is seeking a Youth Programs Manager to join our collaborative team. The Youth Programs Manager will report directly to the Director of Youth Programs and will contribute significantly to our program delivery and advocacy goals. The successful candidate will be equipped with a strengths-based coaching mentality, a commitment to program quality and continuous improvement, and a passion for youth development, community engagement, and advocacy.

The Youth Programs Manager, working primarily out of our main office in Seattle, oversees the Mockingbird Youth Network and directly supervises a team of four Engagement Specialists, whose top priority is to engage young people in year-round advocacy programming. Youth Network chapters are located in Seattle, Everett/Mt. Vernon, Tacoma, Olympia, Yakima, and Spokane, so frequent regional/statewide travel is required. This position will help guide program data collection and analysis as well as give input on event and annual surveys in collaboration with the Director of Youth Programs and a contract evaluator. The Youth Programs Manager will also be responsible for planning logistics of two major annual events, Youth Advocacy Day and the Youth Leadership Summit.

ESSENTIAL RESPONSIBILITIES

Mockingbird Youth Network: (45%)

- Develop and implement annual workplan and activities for the Youth Network and the Youth Network team.
- Supervise, coach, mentor and evaluate the Youth Network Engagement Specialists.
- Guide and support Engagement Specialists in developing and implementing regional youth engagement plans, and oversee the coordination of activity and event logistics.

- In collaboration with the TMS Policy and Advocacy team, guide and support Engagement Specialist team as they work with young people throughout the policy and advocacy cycle to identify systemic problems, define solutions, refine proposals, and advocate for change.
- Ensure policies supporting participant safety are implemented with fidelity; respond to incidents and communicate effectively with the Director of Youth Programs and team members as needed.
- Coordinate, plan, and facilitate regular team meetings, trainings, and professional development opportunities.
- Regularly observe team members working in their assigned regions, and provide feedback and coaching to ensure best practices are effectively implemented across the department.
- Develop and maintain close relationships with key partners, including counterparts at host agencies where TMS staff are located.

Events: (25%)

- Lead the planning and implementation of events including the Youth Leadership Summit, Youth Advocacy Day, and logistics for quarterly State Leadership Council meetings.
- Coordinate logistics, materials, guests, supporting staff, and the event programs.
- Monitor and track event budgets.
- Ensure event participant data is accurately reflected in the evaluation database.
- Ensure the safety and well-being of all participants throughout the duration of the events.

Mockingbird Youth Speakers Bureau: (15%)

- Support speaking engagement logistics with Engagement Specialist and Youth and Young Adult participants, including transportation, creating talking points/scripts, and planning events with external partners and the Youth Programs team.
- Assist the Youth Development Manager with developing public speaking curriculum, as needed.
- Coordinate with the Youth Development Manager to ensure timely release of trainings.

Program Evaluation: (15%)

Under the direction of the Director of Youth Programs and in collaboration with contract evaluator:

- Participate in the development of an annual youth program evaluation plan.
- Assist in the development, implementation, and analysis of event surveys, training surveys, and an annual survey designed to measure participant outcomes.
- Generate custom reports as needed for grant-reporting purposes.

QUALIFICATIONS

- Bachelor's degree in social work or related field, or a comparable combination of education and experience. Master's in Social Work, or equivalent experience, is a plus.
- Successful track record in working with youth who have been impacted by the foster care system or other child welfare systems.
- Excellent supervisory, coaching and mentoring skills.
- Proven relationship-building skills with youth and young adults.
- Understanding of, and commitment to, youth/adult partnership philosophy.
- Excellent interpersonal and relationship-building skills; ability to maintain a positive, professional, and service-oriented demeanor toward a variety of stakeholders.

- Excellent presentation, facilitation, and public speaking skills.
- Excellent written and verbal communication skills.
- Experience with, and/or commitment to having, race equity, social justice, and cultural competence be a workplace priority.
- Excellent project management skills; ability to multitask, meet deadlines, and balance priorities.
- Experience in program evaluation, including data collection, analysis, and reporting.
- Experience working with database systems, including queries and reports.
- Proficiency in the Microsoft Office (Excel, Word, PowerPoint).
- Ability to travel statewide, with occasional national travel for conference and events.

OTHER REQUIREMENTS

- Ability to perform physically; exerting 50 pounds of force occasionally and 10 pounds frequently.
- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
- Available to work some evenings and weekends with occasional travel.

COMPENSATION

The approved salary range for this position is between \$47,500 and \$57,500, depending on experience and qualifications. Benefits include medical/dental insurance, generous vacation, annual holidays, and a SIMPLE IRA retirement plan with employer match.

EMPLOYMENT POLICY

The Mockingbird Society™ is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

HOW TO APPLY

Send resume and cover letter to jobs@mockingbirdsociety.org with "Youth Programs Manager" in the subject line. No calls please. Position is open until filled; priority consideration will be given to applications received by January 5, 2018.