



Job Description Youth Programs Manager

Job Title:	Youth Programs Manager	Status:	Regular, Full-Time
Reports To:	Director of Youth Programs	Salary Range	\$48,000- \$58,000 DOE/DOQ
Program:	Youth Programs	Classification:	Exempt
Application Requirements:	To be considered, applications must include a resume and a letter of interest that includes a statement regarding the applicant's commitment to racial equity.		

The Mockingbird Society is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want each and every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

POSITION SUMMARY

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 works primarily out of our main office in Seattle and directly supervises our statewide Engagement Coordinators, whose top priority is to engage young people in year-round advocacy programming. Chapters are 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. 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

Regional Chapters:

- Develop and implement annual workplan and activities for monthly chapter meetings.
- Supervise, coach, mentor and evaluate the Engagement Coordinators.
- Guide and support Engagement Coordinators in developing and implementing regional youth engagement plans and oversee the coordination of activity and event logistics.
- In collaboration with the Policy and Advocacy team, guide and support Engagement Coordinator 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.
- 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.
- Ensure timely payment of stipends to youth participants.
- 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.

Data Collection and Program Evaluation:

Under the direction of the Director of Youth Programs and in collaboration with the Youth Development Manager:

- Ensure regular and timely collection and tracking of youth participant data; train and oversee Engagement Coordinators in use of participant tracking database; ensure quality of data being reported.
- 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.

Events:

- Lead the planning and implementation of events including the Youth Leadership Summit, Youth Advocacy Day, and quarterly State Leadership Council meetings, including the coordination of logistics, materials, guests, staff, and 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:

- Respond to speaking engagement requests and connections to Engagement Coordinators.
- Support speaking engagement logistics with Engagement Coordinators 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.

QUALIFICATIONS

- Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
- 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).
- Lived experience in the foster care system and/or with youth homelessness is a plus.
- 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.

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.
- Ability to travel locally and statewide, with occasional national travel for conference and events. Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use.
- Available to work some evenings and weekends with occasional travel.

COMPENSATION

The approved salary range for this position is between \$48,000 and \$58,000, 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, gender identity, or any other legally protected status. **We welcome all applicants, especially individuals with experience as foster care providers, alumni of foster care, and those who have experienced youth homelessness.**

HOW TO APPLY

Send resume and cover letter to jobs@mockingbirdsociety.org with "Youth Programs Manager" in the subject line.

The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. Applicants are required to include a statement regarding how they would support and further this goal in their cover letter.

Position is open until filled; priority consideration will be given to applications received by **March 12, 2020**. Due to our desire to most effectively use our time in service to our mission, we ask that prospective candidates follow the instructions above; no calls, please.