

JOB POSTING

TITLE: Program Manager – Youth & Community Programs

SUMMARY: Just Communities seeks a Program Manager to oversee our Youth and Community-Based Programming. Qualified candidates should have prior experience working with high school age youth, a strong commitment to social justice, an ability to work with diverse groups of individuals in inclusive and empowering ways, and be bilingual (Spanish & English). Details are below:

KEY RESPONSIBILITIES:

- ☐ Manage, staff, and lead core Just Communities' youth programs, including a residential summer social justice leadership institute (the *CommUnity Leadership Institute*):
 - Curriculum design and development
 - Arrange and serve as primary liaison to program site
 - Coordinate public relations, marketing and recruitment efforts
 - Recruit, train, and direct program volunteers
 - Manage program expenses as directed by approved program budgets
 - Program evaluation
 - All other tasks related to the successful implementation of programs
- ☐ Provide on-going formal and informal support, coaching, mentorship, and guidance to youth program graduates, empowering them to foster change in their own lives, their schools, and communities.
- ☐ Facilitate other Just Communities programs as assigned by Executive Director.
- ☐ Recruit, train, and maintain a strong, diverse, and deep pool of volunteer/contract staff capable of staffing and facilitating Just Communities and Just Communities' programs.
- ☐ Document all program planning, policies, procedures, practices, and logistics to ensure quality control and sustainability of programs.
- ☐ Support organizational fundraising by providing information and connections to Development staff & consultants.
- ☐ Serve as a liaison to at least one Board Committee.
- ☐ Represent Just Communities in the community, especially in areas that relate to program responsibilities.
- ☐ Perform additional duties designated by Executive Director to achieve success of programs and meet mission of Just Communities.

SKILLS/ABILITIES/EXPERIENCE:

- ☐ Sincere dedication to the mission and philosophy of Just Communities.
- ☐ Bi-Lingual Spanish/English.

- ☐ Willingness to constantly examine and take responsibility for own biases, attitudes, and role in various systems of oppression.
- ☐ Commitment, ability, and desire to build successful working relationships with a diverse range of individuals and institutions in a variety of environments.
- ☐ Ability to develop and implement programs related to Just Communities' mission, vision, and philosophy.
- ☐ Ability to work within prescribed budgets.
- ☐ Ability to research, process and organize a variety of information and data.
- ☐ Computer competency and proficiency in Windows/Microsoft Office environment.
- ☐ Excellent verbal and written communication skills, including the ability to communicate effectively with diverse individuals and groups.
- ☐ Experience working with youth from a variety of grade levels 6 – 12 in ways that challenge and dismantle adultism.
- ☐ A familiarity and understanding of issues of diversity, equity, oppression, and social justice – especially those issues around which Just Communities programs. Familiarity of such issues facing individuals and communities in CA's Central Coast a plus.
- ☐ Ability/knowledge of group dynamics, facilitation and training.
- ☐ Ability to manage time in order to coordinate multiple tasks.
- ☐ Ability to work in a team environment and independently.
- ☐ Willingness and flexibility to engage in weekend and week-long residential programs.
- ☐ Must have own car (or reliable transportation), valid driver's license and auto liability insurance.
- ☐ BA or equivalent in a related field preferred, minimum of 1 year experience in program administration and work in the fields of education and/or organization development.

COMPENSATION & BENEFITS:

Compensation: Negotiable depending on experience

Benefits: Excellent benefits package, including medical, dental, retirement.

Status: Just Communities is willing to consider full-time or part-time/shared arrangements

CONTACT INFORMATION: Please send cover letter/resume by August 1st to:

Employment Application or Email: info@justcommunitiescc.org
 Just Communities Fax: 1.866.449.5542
 1528 Chapala St., Suite 308
 Santa Barbara, CA 93101

Just Communities does not discriminate against any employee or applicant for employment because of race, sex, color, gender, gender identity, sexual orientation, disability, national origin, religion, creed, age, marital status, citizenship or authorized alien status or veteran status.