



Youth Program Manager Job Description

Youth Ambassadors is seeking a full-time Youth Program Manager to lead and manage key aspects of program operations, data management, and strategic initiatives that drive youth engagement and long-term impact. This role ensures programs are effectively executed, outcomes are measured, and systems support organizational growth. Our organization is uniquely positioned for continued growth and community impact under the leadership of a dedicated Executive Director and a high-performing leadership team.

Since 2010, Youth Ambassadors has served families across the Greater Kansas City Metropolitan area through educational and employment programming for youth. The organization continues its mission through anti-violence programming, social-emotional learning, and whole-person development for youth ages 14 to 18. This strengths-based model has consistently produced meaningful, life-impacting outcomes for participants.

Youth Ambassadors employs a team of director- and manager-level leaders along with part-time program staff. It also serves as a placement site for students from the University of Missouri–Kansas City (UMKC) School of Social Work and Rockhurst University. The organization is committed to social justice, equity, diversity, belonging, and inclusion.

Responsibilities

- Lead program operations, including data collection, analysis, and reporting to measure program impact and outcomes
- Manage youth participant database systems to ensure accurate tracking and reporting of participation and performance
- Design and implement alumni and mentorship programs that connect current participants with alumni and extend engagement beyond program completion
- Coordinate mentorship activities across program sites, including bi-monthly engagement and rotational Saturday programming to support participant experience and relationship-building
- Maintain active engagement with program delivery through site visits, and mentorship involvement to ensure quality and consistency
- Align program operations with internal and external initiatives by supporting partnership execution and ensuring participant readiness in collaboration with the Community Projects Manager
- Ensure program implementation aligns with curriculum, strategy, and youth development goals in coordination with the Youth Program Director
- Capture and share program content to support communications, stakeholder engagement, and community visibility

Qualifications

- Demonstrated experience in a programmatic leadership role within an organization of similar size and complexity
- Knowledge of youth ages 14–18 and families in under-resourced communities, with a commitment to social-emotional learning and development
- Strong project management skills with the ability to manage multiple priorities
- Strong relationship management skills
- Experience working with program data, including tracking, reporting, and measuring outcomes

- Experience supporting or developing mentorship, youth development, or alumni engagement programs
- Proficiency in email, scheduling, and database or spreadsheet systems
- Bachelor's Degree required
- Knowledge of the Greater Kansas City community is a plus
- Ability to support program activities, including occasional physical setup

What success in this role looks like:

- Program operations run smoothly with consistent execution across all sites
- Program data is accurate, timely, and actively used to show impact and guide decisions
- Mentorship and alumni efforts sustain engagement beyond program participation
- Teams stay aligned and work together to deliver a consistent, high-quality experience
- Priorities are managed well, with strong organization, follow-through, and accountability

You're a good fit if...

- Passionate about empowering youth and supporting their development
- Have experience implementing or supporting program operations in a nonprofit or similar setting
- Highly organized, detail-oriented, and able to manage multiple priorities
- Have a track record of executing programs effectively and driving results
- Value collaboration, accountability, and an inclusive work environment
- Self-motivated and able to work both independently and as part of a team

Required application documents

- Resume
- Cover Letter - Applicant cover letters should not exceed two pages in total length, and must include a brief discussion of the following three topic areas:
 - Why are you interested in this position?
 - How do your skills align with the job description?
 - What does diversity, equity and inclusion mean to you?

Prospective candidates can apply for this position by emailing their cover letter and resume to Human Resources at hr@youthambassadorskc.org, ATTN: Youth Program Manager Position.

Type: Full Time, Salary

Hours: Monday-Friday, Hybrid Work Schedule, 40 hours a week. Some weeknights and Saturdays required.

Salary Range: \$ 45,000 - \$55,000

Location: Midtown Kansas City, 31st & Troost

Available Benefits: Paid medical benefits, Paid time off; Most federal holidays; A birthday holiday; Paid vacation; Paid Sick leave.

Youth Ambassadors is an Equal Opportunity Employer and seeks diversity in candidates for employment. EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity.