



## Youth Program Manager Job Description

Youth Ambassadors is seeking a full-time Youth Program Manager to manage and execute programming and organizational operations. Our organization is uniquely positioned for growth, development and significant community impact under the growth of a dedicated Executive Director working in conjunction with a high performing leadership team.

Youth Ambassadors has served the families of the Greater Kansas City Metropolitan area since 2010 with educational/employment programs for youth. At present, it continues the mission through anti-violence programming, social emotional learning, and whole person development for youth ages 14 to 18. In ten years, this strengths-based program has managed to increase life-impacting outcomes for youth significantly. Youth Ambassadors employs 5 director/managerial-level staff and approximately 12 part-time staff members. It also serves as a placement site for UMKC's School of Social Work and Rockhurst University. The organization is committed to social justice, equity, diversity, belonging, and inclusion.

### **Responsibilities**

Reporting to the Executive Director, the Youth Program Manager will:

- Manage program data collection to determine program impact;
- Manage and oversee youth participant database systems
- Cultivate, support, and manage core program partnerships;
- Manage and oversee YA program sites;
- Capture and submit program content for the organization's communications strategy with supporters, families, and community at-large;
- Operate in collaboration with the Community Projects Manager and Youth Program Director and provide additional support as needed.

### **Qualifications**

- Demonstrated success in a programmatic leadership role within an organization of comparable size, scope, and complexity. Both nonprofit and corporate experience will be considered.
- Knowledge of the needs and strengths of youth age 14-18 and families living in under-resourced and under-invested communities.
- Commitment to social-emotional education and performance to foster youth development.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams and to work closely with the Executive Director.
- Strong relationship management skills required.
- Integrity, positive attitude, mission-driven, and self-directed leadership style.
- Bachelor's Degree required.
- Proven ability to work cooperatively, diplomatically, and effectively with staff, volunteers, and in community relations and outreach capacities.
- Working knowledge of email, calendar/scheduling, word processing software, spreadsheet/database software required.
- Knowledge of the Greater Kansas City community as well as Missouri and/or Jackson County history is desirable.
- Occasional physical labor is required to set up for and carry-out programming activities.

## You're a good fit if...

- You have a strong interest in and passion for empowering urban teenage youth.
- You have at least three to five years of experience in implementing, developing and/or leading non-profit program activities and operations.
- You are highly organized and detail oriented.
- You have a proven track record of successful program implementation.
- You prioritize working in an equitable and inclusive organizational culture.
- You are the kind of leader who brings teams together, fosters a healthy work environment and motivates colleagues to go the extra mile.
- You would thrive in an environment where you are expected to think outside the box.
- You are self-motivated and can work well both independently and in a small team environment.

## 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 **Monique@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.