



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.