

ALSO Youth Program Manager

Reports to: Executive Director

Status: Full Time (40 hours), including evenings and weekends

Probation: 90 days

Job Summary:

The Program Manager is responsible for creating and implementing efficient and relevant programs for LGBTQA+ youth. This position is also responsible for the efficient program operations at the ALSO Youth centers and the administrative duties associated with the programs and services of ALSO Youth, Inc. The Program Manager directly reports to the Executive Director and works in cooperation with center staff, interns, board members, and volunteers to ensure program effectiveness, cohesiveness, and growth.

Position Responsibilities:

- Plan, create, and administer youth programs
 - Coordinate youth related activities, including satellite programs
 - Identify and cultivate community resources to provide additional program activities
 - Develop and post weekly schedule
 - Plan community field trips and ensure adequate supervision
 - Supervise Youth Advisory Panel (curriculum development, recruitment, evaluations)
 - Track all demographic information & totals and provide monthly reports to the ED
 - Update youth participation data bases as needed
 - Manage necessary supplies and equipment – ensure cleanliness and report repair or maintenance needs to ED
- Coordinate Communication
 - Attend all required staff and center meetings
 - In conjunction with the ED and Outreach staff, provide awareness of LGBTQA+ issues and educational training to the community
 - Represent the center at required community meetings and events
 - Assist with special event planning, execution, and volunteer recruitment
 - Attend conferences & trainings as needed
 - Maintain, update, distribute/post agency resources (social media, flyers, publications, etc.).
 - Other duties as necessary or as assigned

Qualifications:

- Outgoing personality with a high level of comfort meeting new people
- BA Degree or higher; AA Degree w/ 2 years of program management experience (preference given to those with education or experience in social work, child development, psychology, or related fields); or at least 4 years working with youth and youth issues; particularly lesbian, gay, bisexual, transgender, questioning, intersex, and asexual youth
- At least one year working with youth and youth issues; particularly lesbian, gay, bisexual, transgender, questioning, intersex, and asexual youth
- Excellent verbal and writing skills
- Knowledge and familiarity with MS Word, PowerPoint & Excel or Google Sheets, Facebook, Twitter, Instagram, Snapchat and basic website skills
- Ability to work independently in a hectic environment
- Organized with attention to detail and ability to multi-task
- Self motivation and a sense of humor

ALSO Youth, Inc. is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.

To apply, please send resume and cover letter to resumes@alsoyouth.org