
SAFEFUTURES YOUTH CENTER - EMPLOYMENT OPPORTUNITY

PROGRAM MANAGER - FULL TIME (40 HOURS PER WEEK)

SALARY: \$55,000-62,000 / year (DOE), full medical, dental, group life, paid vacation, sick leave and holidays

ABOUT SAFEFUTURES

Since 1996 SafeFutures has provided some of Washington's most impactful programs for youth of color from low income communities. Based in Southwest Seattle, SafeFutures is a 501c3 non-profit that supports young people in at-risk situations to become confident, resourceful community members. Alumni have reversed course from incarceration, violence, and gang activities to graduating from high school and college, getting jobs, and giving back to their communities. Learn more at sfyc.net.

POSITION DESCRIPTION

Become a key member of our management team at SafeFutures. In partnership with the Executive Director, the Program Manager will manage, supervise, coach, evaluate, and provide training to the case management and outreach units, develop and oversee an array of after school academic and youth development activities; represent SafeFutures in various coalitions and funded projects across Seattle and South King County; complete monthly contract program reports and lead evaluation/data collection efforts.

ESSENTIAL FUNCTIONS

Provide leadership, supervision, training, and staff evaluation to multiple programs (to include case management and outreach, academic enrichment, college and career, leadership development, parent support and other related programs. Responsibilities include -

- Develop and implement after school academic, life skill, and leadership programs for our youth.
- Recruit, train, supervise, and evaluate staff and volunteers.
- Collect and analyze data for program improvement, reports, and grants
- Complete, compile, and manage monthly, quarterly, bi-annual, annual and other related reports for invoicing and contract compliance.
- Conduct outreach into the community to advocate on behalf of the participants and program.
- Represent SafeFutures in various funded consortiums/meetings and community groups.
- Negotiate and manage ongoing relationships with juvenile probation, courts, school administrators, and other related agencies.
- Maintain computerized information systems, evaluation records and other related paperwork.
- Supervise and be responsible for the general safety of students in program functions and activities.
- Work collaboratively with other SafeFutures staff and peer staff in similar programs.
- Attend training, conferences and other similar events as needed.
- This position will require some work during evenings and occasional weekends.
- Perform other related duties as necessary to help ensure program success

REQUIRED QUALIFICATIONS

Five years of direct social service experience with low income youth at-risk and their families AND two years experience providing the essential functions listed above; Bachelor's Degree in social work, counseling, or related social services field (*Master's Degree preferred*), or relevant education, training, or work experience which indicates the ability to perform essential functions of the position.

DESIRED QUALIFICATIONS

Demonstrated ability to develop and implement academic and/or life skills curriculum; Supervisory experience in a social service setting; Familiarity with RFP's and grant writing ability; Ability to relate with youth at risk and take leadership roles with youth; Strong public speaking, written and oral communication skills; Familiarity with the juvenile justice and public school systems and other social service agencies; Familiarity of alcohol/drug, mental health and youth gang issues; Life experience and/or extensive knowledge of and/or within BIPOC and immigrant communities; Bilingual in Southeast Asian, East African, or Spanish, or extensive knowledge of the culture(s).

HOW TO APPLY

Email resume and cover letter to SafeFutures@sfyc.net

Send to **Hiring Personnel, SafeFutures Youth Center, 6337-35th Ave. SW, Seattle, WA 98126**

(Position open until filled)

An equal opportunity employer. Accommodations for people with disabilities provided upon request.
