

## **Programs Manager Family & Youth Initiative**



### ***ABOUT FAMILY & YOUTH INITIATIVE***

Family & Youth Initiative's (DCFYI) mission is to create community and lasting relationships for teens and young adults in foster care. Our community-based programming includes events that bring together teens and caring adults so they can get to know each other. Relationships that start at these events lead to adult-teen matches for mentoring, host parenting, and adoption. Our mentors and host parents support youth as they explore and start post--secondary education and/or careers and develop the social and emotional skills and self-confidence needed to lead productive, self-sufficient adult lives.

**DCFYI is looking for a Programs Manager who will lead and expand our mentoring and host parent programs.**

### ***WHY YOU WANT THIS JOB***

- You believe every young person deserves support as they transition into their adult lives.
- You don't want a job where you do the same tasks every day.
- You are excited to take ownership and bring ideas to the table to expand and improve our work.
- You are excited to be on a small team where your voice is not just valued, but necessary.
- You've seen how youth in foster care or youth who have experienced trauma have the cards stacked against them and you want to play a critical role in changing that for DC youth in care.

### ***HOW YOU WILL DO THE JOB***

As a full-time DCFYI team member, you will be responsible for managing and driving forward DCFYI's mentoring and host parent programs. You will report to the Executive Director and receive support from the Programs & Operations Coordinator and independent contractors. Ideally, you have experience working with youth in foster care or youth who have experienced trauma and you are highly relational. The Programs Manager will be based in Washington, DC and will be remote until COVID restrictions are lifted. Partial remote work is available post-COVID as well. The salary range for this position is \$49,000 - \$53,000 depending on experience, and includes healthcare and paid vacation and sick leave. Applications will be accepted on a rolling basis until the position is filled.

### ***PRIMARY RESPONSIBILITIES***

- A. Volunteer Recruitment & Engagement
  - a. Oversee the volunteer recruitment strategy and process ensuring DCFYI meets recruitment goals, retains interested volunteers, and fulfills volunteer background check requirements.
    - i. Maintain DCFYI's online presence and participation in recruitment activities and presentations to community groups;
    - ii. Outreach to community groups for new recruitment opportunities;
    - iii. Answer questions and keep new volunteers engaged;
    - iv. Host volunteer orientations;
    - v. Coordinate volunteer trainings;
    - vi. Manage and maintain the volunteer database.
  - b. Oversee volunteer and youth matching process and support for volunteers.

- i. Support volunteers as they serve youth, tracking and responding to volunteer reports, and helping navigate difficult situations.
    - ii. Conduct adult-youth matching meetings.
  - c. Oversee youth participation and ensure youth's needs are met.
    - i. Build relationships with youth to keep them engaged in DCFYI;
    - ii. Meet and make reports to social workers and attend youth team meetings when appropriate.
    - iii. Build relationships with other youth serving programs and be knowledgeable of external programs and resources;
    - iv. Refer youth to other local social services when appropriate.
- B. Program Events
  - a. With logistical support, oversee, plan, and attend an average of two weekend program events a month that fulfill program goals.
    - i. Ensure a variety of events that meet different youth interests and needs, introduce youth to new experiences, and facilitate interactions between youth and volunteers;
    - ii. Maintain a programming work plan and calendar, with major events scheduled at least three months in advance;
    - iii. Coordinate with event volunteers and sponsors;
    - iv. Manage rides for youth attendees.
- C. Program Oversight and Evaluation
  - a. Take ownership of the development and evaluation of DCFYI's mentor and host home programs.
    - i. Ensure systems are in place to track relevant data and program results;
    - ii. Ensure DCFYI policies and practices are efficient and up-to-date for volunteer and youth safety and best practices for volunteer training and support;
    - iii. Develop yearly programming goals;
    - iv. Look forward toward program growth and implement strategies to increase the number of youth served, mentored, and adopted.

***THIS JOB IS RIGHT FOR YOU, IF YOU:***

- Take initiative and are ready to problem-solve to improve DCFYI's work
- Are results-oriented and able to build structures to accurately track and report success
- Have strong relationship skills and are able to build trust with volunteers and youth alike
- Pay close attention to details and understand how they affect the big picture
- Have strong intercultural understanding and are comfortable in a culturally diverse environment
- Have outstanding verbal and written communication skills
- Have outstanding listening skills
- Believe young people's voice, listen to their perspective, and support them through decision-making processes.
- Uphold confidentiality and earned trust from youth and volunteers
- Are ready to roll up your sleeves and be flexible and adaptable

***YOUR BACKGROUND SHOULD INCLUDE:***

- A Bachelor's degree (preferred)
- 2-3 years of experience in child welfare or with youth who have experienced trauma
- Experience working with volunteers (preferred)
- Experience evaluating programs (preferred)
- Strong computer skills; familiarity with database systems; experience with CRMs a plus

- Able to get to locations that are not metro accessible
- Able to work nights and weekends for orientations and events (comp time given)

**HOW TO APPLY FOR THIS JOB**

Please complete the form at [www.dcfyi.org/dcfyi-programs-manager-application](http://www.dcfyi.org/dcfyi-programs-manager-application) and upload a resume. Incomplete forms will not be considered or contacted. Questions can be emailed to [info@dcfyi.org](mailto:info@dcfyi.org). No phone calls, please.

***Employment contingent upon successful completion of background checks***

*Family & Youth Initiative is an equal opportunity, affirmative action employer, and does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring or employment.*