



Position: Youth Program Manager (Middle School)

Reports to: Executive Director

Status:

Exempt, 40 hours/week

Starting salary range: \$60,000-68,000 (commensurate with experience and qualifications)

Benefits eligible (medical, dental, paid time off)

Project: VISION is a nonprofit organization with a mission to help youth of Chicago's Greater Chinatown community achieve their full potential by providing them with tools for educational, personal, and civic development. PV serves over 300 middle and high school youth each year out of its two Chinatown youth centers as well as three local school-based sites. We are seeking a mission-driven, creative, and energetic individual to join our team and serve as a Youth Program Manager for our Middle School Program.

The ideal candidate will have a commitment to our mission, experience and passion for working with young people, a forward-thinking mindset, and willingness to be flexible and responsive to the needs of a growing organization with expanding programs. In addition, this individual will demonstrate ownership of their work and operate as an organizational leader.

The Youth Program Manager's role will focus on developing and overseeing programs for 200 middle school youth, supporting their academic achievement and development of critical social-emotional skills that equip them to transition successfully to high school.

Primary Functions:

1. Develop and oversee the implementation of all middle school youth programming

- Work with Executive Director to outline and framework programs, determining goals/objectives, creating metrics and evaluation tools that align with the Teen REACH model and requirements
- Identify new/changing needs in the service population (i.e. at-risk, ELL) and create new programming to meet these needs
- Supervise Program Coordinators in process of program planning, coordination, and implementation to ensure high quality programming
- Develop policies and systems for student enrollment and other procedures
- Provide direct service whenever needed and build/support positive relationships with youth
- Work with school partners to implement school-based programs

2. Manage program evaluation, quality, and continuous improvements on programming

- Develop processes and systems for student record keeping, progress tracking, and program data collection tools (while ensuring compliance with Teen REACH/IDHS, DFSS, and other funders' requirements for tracking and reporting)

- Analyze program results and evaluation data to inform needs for areas of program quality improvement or expansion
- Propose and implement plans for program improvements and expansion
- Proactively seek to learn best practices for program evaluation methods and apply to PV practices

3. Manage community outreach efforts

- Develop plan and/or work with Parent Engagement Coordinator to consistently engage and communicate with our parents
- Develop student recruitment strategy and implement recruitment initiatives including outreach to community and local schools
- Identify, develop, and manage meaningful collaborations with potential partner organizations, groups, and local businesses or corporations for the purposes of enriching our program quality and securing additional resources (e.g. funds, volunteers, materials, etc.) for programs

4. Manage program staff

- Conduct recruitment, hiring, training, and supervision/coaching of Program Coordinators and other support staff such as Lead Tutors, Tutors (both paid and volunteer), and Program Leaders
- Provide regular feedback and performance evaluations to the middle school program staff
- Seek out resources to provide continuous training opportunities to program staff

5. Other

- Meet with Executive Director bi-weekly to discuss programs
- Conduct regular staff meetings with Middle School Program staff team
- Attend trainings regularly to bring new knowledge and ideas to improve our programs
- Assist with researching and preparing potential program funding proposals and opportunities
- Work to engage Board and Associate Board members in programs

Qualifications:

- Bachelor's degree required
- Minimum 5 years of full time professional experience, with at least 3 years of experience working within nonprofits and the youth development space (preferably with middle school youth) is required
- Proficiency with Microsoft Office tools, Google Suite applications
- Minimum of conversational spoken Chinese Cantonese and/or Mandarin highly preferred, professional proficiency desired
- Other qualifications for consideration will be:
 - Demonstrated strong interest in a nonprofit career in youth development
 - Values alignment with the organization, including commitment to its mission and goals and the issues of AAPI and immigrant youth and families and the local Chinatown community
 - Strong, effective verbal and written communication skills
 - Ability to problem solve, offering ideas and suggestions while working with team members to overcome challenges

- Self-driven work ethic and resilience as demonstrated by exhibiting ownership of projects, taking initiative, and able to adapt to shifting priorities and needs of the organization
- Strong organizational skills with attention to detail and capacity to manage multiple projects and occasional high volume of work with efficiency and without sacrificing quality
- Positive attitude with ability to problem solve in the face of challenges and turn negative outcomes into learning opportunities
- Progressive mindset that constantly challenge oneself and others to “level up”
- Experience managing and mentoring others, including providing training, supervision, and feedback to team members in an inclusive and collaborative team environment that allows members to grow

To apply:

Please send a resume and cover letter to us via email at careers@projectvisionchicago.org.