



Job Title: Youth Employment Program Manager

Reports To: Director of K-12 Programs

SUMMARY

EOYDC's Project JOY (Job Opportunities for Youth) program delivers comprehensive employment readiness and support services to youth ages 14-24. Under the direction of the Director of K-12 Programs, and in close partnership with the Pathway to College & Careers Manager, the Youth Employment Program Manager is responsible for managing all aspects of the program, to include strategic program planning, the development and delivery of high-quality trainings, one-on-one career coaching, identifying job opportunities for youth, conducting data management and reporting, and orchestrating key partnerships.

Job Training and Career Coaching

- Conduct needs assessments and develop individual development plans with participants, creating a customized plan for short- and long-term career goals
- Work with students to identify potential career fit based on interests, experience, goals, etc.
- Enhance Project JOY's comprehensive job/career training curriculum/programming based on leading practice, market trends, and the needs of participants
- Provide training on pertinent subjects such as resume building, cover letter development, networking, personal branding, interview skills, and professionalism in the form of regular workshops and courses
- Organize special events including job/career fairs and employer luncheons/presentations
- Conduct one-on-one interview preparation sessions, as needed

Job Placement

- Establish and maintain ongoing partnerships with local employers
- Work with partners to create job shadowing and internship opportunities, in addition to entry level job and career opportunities
- Regularly and consistently facilitate job placements by presenting resumes, securing interviews, and conducting follow-up with employers
- Secure, post, and circulate job leads on a regular basis
- Assist with the planning and execution of employer luncheons, career fairs, employer presentations, and other special events

Program Management & Outreach

- Outreach to and recruit participants, with an emphasis on recruiting those from systemically marginalized and oppressed communities
- Work with EOYDC's Communication team to create and disseminate marketing materials for all Project JOY related events and activities
- Establish and maintain ongoing partnerships with local employers; work with partners to create job shadowing and internship opportunities, in addition to entry level job and career opportunities
- Utilize stakeholder feedback, staff observations, internal/external data, and research-based insights to identify and implement program improvement opportunities
- Ensure that program operations, budget, and resources, are managed appropriately
- Work with EOYDC's Executive Team to develop partnerships with agencies that may provide additional support services to Project JOY participants

Assessment and Reporting

- Maintain accurate and detailed records of all activity, including placement data, retention data, business contacts, placement analysis, units of service, etc.
- Conduct assessments with program participants to ensure effective participant-employer matches
- Request and gather feedback from employers in the form of surveys, interview feedback, etc.
- Work with the Director of K-12 Programs and Chief Program Officer to implement evaluation tools and metrics to assess program efficacy and student performance/outcomes
- Prepare and submit monthly reports, along with data reports that may be requested on an ad hoc basis
- Provide quantitative and qualitative data inputs for the purpose of grant applications and reports



- Work with Executive Team to design and implement evaluation tools to assess program efficacy and participant outcomes

Perform additional duties as requested by the Executive Team, to include the supervision of future Project JOY team members

QUALIFICATIONS

Education and experience equivalent to:

Bachelor's degree + 4 years professional experience in educational or youth development setting. Non-profit, data collection, and staff management experience preferred. Must have advanced Microsoft Office and PowerPoint skills, with intermediate skills in Microsoft Excel. Bilingual (Spanish/English) a plus.

COMPENSATION

Position is full-time, \$62,400-68,000 salary (depending on experience) + excellent benefits including health, dental, and retirement.

COVID-19 SAFETY REQUIREMENTS

All EOYDC staff are required to provide a negative COVID-19 test result prior to starting onsite work and must be retested monthly. All approved time and expenses associated with testing required by EOYDC are compensated. New hires will participate in virtual training while awaiting test results. Staff (and all parties entering EOYDC's building) must receive a temperature check and sanitize their hands upon entry. Face masks provided by EOYDC must be worn by all parties while in the building.

COMPANY DESCRIPTION

The East Oakland Youth Development Center (EOYDC) develops the social and leadership capacities of youth and young adults (ages 5 – 24) so that they are prepared for employment, higher education, and leadership opportunities. Celebrating 43 years of ground-breaking programming and successful alumni, EOYDC is nationally recognized, aligned to building healthy community outcomes, and poised to lead in bold new ways. EOYDC's \$2.85 million annual budget supports a team of visionary leaders who empower participants to lead exemplary lives and positively contribute to society.

OUR COMMITMENT TO BELONGING, DIGNITY, JUSTICE, AND JOY

Located in a primarily Black and Brown community grappling with decades of systemic oppression, EOYDC is committed to advancing racial and socioeconomic equity and justice in all that we do. EOYDC intentionally cultivates a climate in which Black and Brown youth feel a sense of belonging, dignity, and joy. Key to this is fostering a relational, healing-centered, culturally sustaining approach, while centering those most systematically marginalized.

EOYDC's trauma-informed, healing centered approach to service delivery involves understanding, recognizing, and responding to the effects of trauma. At EOYDC we recognize the widespread impact of trauma in our community, and strive to implement practices, policies, settings, and procedures that:

1. Recognize the widespread impact of trauma and reflects potential paths for recovery.
2. Recognize the signs and symptoms of trauma in participants, families, staff, and others.
3. Resists re-traumatization of participants & staff.
4. Leads with compassion, support, and understanding.
5. Focuses on developing coping strategies and correcting behavior vs. being punitive.

APPLICATION INSTRUCTIONS

To apply, email a cover letter and resume to info@eoydc.org with the subject line: *Youth Employment Manager Application*

EOYDC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, EOYDC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.