

JOB NOTICE

Position: Young Leaders Program Manager

Responsible to: Chief Operating Officer, Nora Karena

Compensation: M-4; \$40,000-50,000, DOQ; Exempt; Full-time; Generous Paid Time Off; Dental; Medical - Summer 2019

Start date: ASAP

Review: Six-month probationary period; Quarterly performance and compensation evaluations

Position Summary

The Young Leaders Team manages a network of approximately 500 young leaders who are engaged in the work of FosterClub through programs such as:

- *The All-Stars Program*, a professional development internship program for former foster youth
- *The Outstanding Young Leaders Program*, which recognizes the accomplishments of former foster youth
- *PeerUp!* Our Clatsop County FosterClub Community for youth who experience foster care
- Year-round engagement of young leaders in work with external partners

The Young Leaders Program Manager leads the efforts to build the capacity of Young Leaders Department to recruit, engage, recognize and manage FosterClub's Young Leader network, oversee projects and contribute to overall organizational growth.

Essential Functions

- Supervises and supports the daily work of the Young Leaders Team
- Manages *All-Stars* internship - including recruitment, selection process management of up to 30 interns for (2) 6-week residencies and subsequent year-long engagement; Cultivates relationships with state and organizational partners who fund internship positions; Manages daily activities and events during internship season.
- Engages and maintains relationships with Young Leaders in FosterClub's network. Connects Young leaders with opportunities to support youth in foster care and elevate youth voice at conferences, workshops, policy panels, and other child welfare events.
- Manages Program Support Internship -Recruits 3 to 6 interns from past All-Star Cohorts to provide programmatic support for staff and peer support for Young Leaders during All-Star Internship season.
- Recognizes and elevates the achievements of former foster youth through Outstanding Young Leaders programming.
- Works collaboratively with interdepartmental team to support FosterClub Community pilots, including Clatsop County PeerUP!
- Works collaboratively with interdepartmental grants team to expand funding for Young Leaders programming
- Works collaboratively across departments to identify and support Young Leader engagement opportunities.
- Works collaboratively with Training & Engagement Team to develop and present Young Leaders training and youth development materials.
- Works collaboratively across departments to reduce racial and gendered outcome disparities for participants in young leaders programming.

Required Skills and Experience

The successful candidate will have:

- Bachelor's Degree with an emphasis in human services, education, communication or a related field.
- A minimum of five years experience, with two years progressively responsible managerial experience (including supervisory and project management responsibilities) in a Human Services, Human Resources, Communication, Youth

Development or related industry;

- *Lived experience, a plus!* This is an excellent opportunity for candidates with experience in foster care and/or the child welfare system.

OR

- Any satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the job.

Additionally, we are looking for the following competencies:

- *Cultural Competency* - able to fully support a diverse team of staff and young leaders, especially youth of color and youth who may identify as LGBTQ+, or otherwise gender-nonconforming; demonstrated commitment to reducing the impacts of structural and interpersonal forms of racism, homophobia, and related oppressions; Understanding of anti-racist organizing traditions and principles a plus.
- *Project Management* - able to use project management principles and tools to ensure that young leaders and partners are well supported during planning and implementation of Young Leader Engagement activities.
- *People Management* - able to recruit, manage, motivate and support staff and interns to meet project objectives,
- *Youth Engagement* - able to authentically connect and build trust-based relationships with youth and young adults.
- *Youth Friendly Communication* - able to meaningfully engage FosterClub Young Leaders across multiple platforms and channels.
- *Results* — proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; the ability to balance the delivery of programs against the realities of a budget; and problem-solving, project management, and creative resourcefulness
- *Strategic Vision and Agility* — ability to think strategically, anticipate future consequences and trends, and incorporate them into a work plan

Supervisory Responsibility

- Young Leaders Coordinator
- 3-6 Seasonal Program Support Interns
- Up to 24 All-Star Interns

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Sit at Desk, Keyboarding - Frequent
- Lift at 35 lbs or less - Occasional
- Climb Stairs - Occasional
- Lead physical learning and recreational activities with Young Leaders - Often
- Drive - Often

Expected Hours of Work

Regular office hours are Monday thru Friday, 8:30 to 5:00. - *May include out of office work outside business hours.*

Weekly on-call shifts during summer internship season - *Must be available to respond to Young Leaders after-hours as needed.*

Travel

25% spent traveling or otherwise out of the office, including:

- Occasional travel to support Young Leaders at events across the country; more frequent during summer internship periods.
- Frequent travel during summer internship season, including providing transportation to/from airport and enrichment activities.

EEO Statement

FosterClub is committed to building a more diverse, accessible, and fully inclusive work environment. We strive to be a workplace where people of color, LGBTQ+, and those with non-traditional career trajectories can thrive. As an Equal Opportunity Employer we are also committed to upholding applicable federal, state, and local laws and regulations prohibiting unlawful discrimination in employment on the basis of age, ancestry, gender identity or expression, marital status, national origin, political ideology, race, religion, sexual orientation, veteran status, or the presence of a physical, cognitive, or sensory disability. People of color, LGBTQ+ folx, women and foster care alumni are urged to apply.

To Apply:

Please submit a Resume and Cover Letter to Nora Karena, nora@fosterclub.com.

Due to limited resources FosterClub will only contact shortlisted employees

Any offer made will be conditional on receipt of two references (from your most recent employer and a character reference).

The successful applicant will be expected to undergo a background check prior to a final offer.

The FosterClub mission is to lead the efforts of young people in and from foster care to become connected, educated, inspired and represented so they can realize their personal potential and contribute to a better life for their peers. We believe that young people in and from foster care deserve to be:

CONNECTED - *to a peer support network and to people in the community who care*

EDUCATED - *about their rights, the foster care system works, self-advocacy strategies, and how to locate resources to help them succeed*

INSPIRED - *and empowered through the stories of people who have succeeded after foster care*

REPRESENTED - *by having their voices heard by policy makers, the public, and others who influence the system that profoundly impacts their lives*

We believe Experience = Expertise

Being placed in foster care can be a chaotic and difficult experience for a young person. FosterClub is dedicated to providing a peer support network for children and youth in foster care. Further, we believe that the experiences young people have in foster care place them in a position to effect change within the system, inform and motivate their peers, build public awareness and create public will for improved care for abused and neglected children.

FosterClub is about providing youth a voice within the system that so heavily impacts their lives. Whether advocating on their own behalf, in concern for siblings or family members or speaking out on behalf of their 400,000 peers currently in the system; the FosterClub websites, publications and events provide a youth-friendly network, which helps the voices of young people to be heard.

Founded in 1999 by a foster parent, FosterClub incorporated as a non-profit organization in 2000. Currently, FosterClub is the national network for young people in foster care, serving over 5,000 foster youth across the United States each year. Headquartered in Seaside, Oregon; FosterClub can be visited online at fosterclub.org