



## Project Manager

### ABOUT THE ALLIANCE

The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and youth. By providing free legal services, we ensure children have safe, permanent homes and can access the healthcare, education and financial resources they need. We also help transition-age youth achieve self-sufficiency, and work statewide to improve child welfare practices and policies in order to remove the many barriers our clients face. Since 1992, we have helped 125,000 children.

Los Angeles Opportunity Youth Collaborative (OYC), an initiative led by the Alliance for Children's Rights, is seeking a dynamic and goal-driven Project Manager. The Project Manager will support the OYC Director in leading complex programs and partnerships.

OYC is an exciting initiative that mobilizes cross-sector agencies, community-based programs and investments of the Los Angeles region to improve three key outcomes for transition-age foster and cross-over probation youth (TAY), ages 16 – 24:

1. High School Completion (graduation or GED attainment)
2. Post-secondary enrollment and credential completion
3. Workforce readiness and gainful employment

The Alliance is one of 21 organizations across the country to receive an "Opportunity Youth Incentive Fund" grant from the Aspen Institute to address the needs of our nation's most vulnerable youth through a framework of collective impact. In announcing the grants, Aspen Chair and Former White House Domestic Policy Council Director, Melody C. Barnes, said: "Imagine a community where K-12 and higher education leaders, foster care programs and the justice system, philanthropy and the private sector all came together to build successful pathways for our forgotten youth."

The OYC is predicated on working collaboratively to improve outcomes for foster youth in Los Angeles County.

### RESPONSIBILITIES

Under the supervision and direction of the OYC Director the Project Manager will:

- Facilitate multidisciplinary teams, meetings and work groups; must be conversant on macro issues dealing with child welfare systems and micro issues relative to project development, goal-setting and tracking
- Maintain and forge strategic relationships with partners
- Develop and manage plans and timelines, monitor progress, track, analyze and manage data, with an understanding of data-driven program design
- Provide technical assistance to partner agencies and work with direct-care staff to facilitate referrals and support TAY
- Gather documents and information from various sources to facilitate referrals
- Plan and coordinate meetings that will entail the writing of minutes and concise reports
- Create and disseminate reports, presentations, materials and web communications
- Manage and promote the OYC resource guide
- Oversee Young Leaders youth group
- Train and deploy Youth Ambassadors to facilitate referrals, partner needs and support TAY
- Write progress reports for grants, partners and management

- Supervise interns and community volunteers
- Administrative duties, including: maintaining listserv, data collection and entry, scheduling, logistical details and filing

## **QUALIFICATIONS**

- Outstanding organizational skills
- Strong work ethic and an enthusiastic willingness to “roll up your sleeves” and work hard and sometimes long hours to create greater opportunities for our youth
- Advanced computer proficiency and database literacy – data tracking is central to this position
- Gifted in paying close attention to details and process – skilled with numbers and charts
- Excellent time management – this position entails working with various service providers, agencies and peer advocates, often juggling multiple tasks at once
- Quick study and exceptional follow-through skills
- Excellent interpersonal and presentation skills and a passion for and commitment to helping youth
- Impressive analytical skills – this position includes analyzing data and making decisions that affect the youth on a regular basis
- Bachelor’s degree required; advanced degree a plus
- Experience in systems change, and/or youth-serving fields a plus
- Experience with foster care or juvenile probation is helpful, but not mandatory

Competitive salary and benefits. Submit cover letter and resume to [julien@laoyc.org](mailto:julien@laoyc.org). For more information, visit [laoyc.org](http://laoyc.org).

The Alliance for Children’s Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.