



## OYC PROGRAM MANAGER

### POSITION SUMMARY:

Under the supervision of the L.A. Opportunity Youth Collaborative (OYC) Director, the OYC Program Manager is responsible for collaborating in leading complex programs and partnerships. The ideal candidate is a dynamic and goal-driven professional. The position will interact with various community organizations, educational institutions, employers, public agencies to improve education and employment outcomes for young adults who are or have been in foster care. The OYC Program Manager supports the work of the OYC Director and often attends external meetings, work groups or events representing the OYC Director. The Program Manager facilitated the OYC Young Leaders, which is co-facilitated by the Outreach and Engagement Fellow, may leads or facilitates other projects as assigned, and creates and/or presents complex presentations to OYC partners.

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 with a living wage

OYC is based on the idea of working collaboratively to create system change and seeks to improve outcomes for foster youth in Los Angeles County.

### ABOUT THE ALLIANCE:

The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and youth. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children who are at-risk or in foster care have safe, stable homes and can access the education, healthcare, and financial supports that they need. We also help transition-age youth overcome barriers to their stability and success, and we work statewide to improve child welfare practices and policies in order to remove the many obstacles that our clients face. Since 1992, we have helped over 150,000 children.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past eight years in a row. This puts the Alliance in the top 2% of charities in the U.S. rated by Charity Navigator. The 4-star rating reflects the Alliance's sound fiscal management and commitment to accountability and transparency.

The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments. Alliance staff members and our partnering pro bono attorneys are advocates for our most vulnerable children and their caregivers. Being the voice of young people who often have no voice, and otherwise could be forgotten, is incredibly rewarding.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide overall support to OYC staff
- Train, and develop staff
- Daily troubleshooting and problem solving
- Provide regular outcome and evaluation reports to the OYC Director
- Handle client issues to meet a solution in a timely manner

- Develop partnerships and maintain collaborative working relationships with partner agencies, government partners and philanthropic partners to increase resources and collaboration across systems and silos
- Conduct weekly/monthly staff meetings as requested
- Develop programs and activities to motivate participant's and partnerships to engaged in the OYC
- Submit supporting documents of leveraged opportunities to OYC Director
- Ensure supportive services and incentives have supporting documentation and uphold accuracy and allowable cost measures
- Make appropriate connections/resources to OYC partners
- Be knowledgeable of all department grants
- Report updates and findings pertaining to program operation at departmental meetings
- Plan and facilitate workshops as requested
- Handle other duties as assigned.

#### **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
- Excellent communication both spoken and written
- Excellent time management – this position entails working with various service providers, agencies and peer advocates, often juggling multiple tasks at once
- Exceptional follow-through skills
- Excellent interpersonal skills and a passion for and commitment to helping youth
- Impressive intrapersonal skills and ability to work with all types of people/personalities from diverse ethnic backgrounds
- Demonstrated ability to work effectively as a member of a team
- Must be able to work some evenings and weekends
- Ability to maintain composure even in very difficult situations
- Job requires a willingness to take on responsibilities and challenges
- Job requires being open to change and to considerable variety in the workplace
- Job requires accepting criticism and dealing calmly and effectively with high stress situations
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude
- Advanced computer proficiency with excellent Microsoft Suite knowledge
- Leadership experience working with community social service and health organizations strongly preferred
- If applicable, will be required to present current California driver license, proof of liability auto insurance
- Experience in systems change is a plus
- Bachelor's degree required, with six year of work experience related to the foster youth; Master's Degree preferred

*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, gender, national origin, ancestry, age, disability, or marital status.*

*The above statements are of a general nature and are intended to describe level of work being performed by people assigned to comparable positions. It is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

The Alliance for Children's Rights offers a competitive salary and a generous benefits package. For more information, visit [kids-alliance.org](http://kids-alliance.org) and [laoyc.org](http://laoyc.org).

**TO APPLY:** Submit a resume, along with a cover letter to: [m.montano@kids-alliance.org](mailto:m.montano@kids-alliance.org)

(E-mail submissions only/no phone inquiries)

Responses will be sent only to individuals meeting the outlined qualifications of the position.