



OYC Program Coordinator

POSITION SUMMARY

Under the supervision of the OYC Director, the OYC Program Coordinator 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 Program Coordinator leads and facilitates work groups, creates reports for presentations and web communications, coordinates a weekly newsletter, facilitates network for youth referrals, and maintains the program's listserv and supervises community volunteers.

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

This is an exciting opportunity with one of L.A.'s premier nonprofit organizations. The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and young adults by providing free legal and social services and promoting systemic solutions. Our lawyers, advocates, and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children in the foster care and guardianship systems have stable homes and families, and can access the healthcare, education, and financial supports that they need. We also help transition-age youth achieve independence and work statewide to improve child welfare practices and policies to remove the many barriers our clients face. Since its founding 27 years ago, the Alliance has helped more than 150,000 children.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past nine 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 find that being a voice for children who often have no voice, and otherwise could be forgotten, is incredibly rewarding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads meetings and facilitates work groups; must be conversant on macro issues dealing child welfare systems and micro issues relative to program development
- Manages programs and strategic partnerships

- Creates and disseminates reports, presentations, and web communications
- Oversees the Young Leaders youth group
- Provides technical assistance to partner agencies and work with direct-care staff to facilitate referrals and support TAY
- Supports the OYC Director in creating materials and documents for dissemination
- Builds relationships and conducting site visits to various community organizations in L.A.
- Develops timelines, monitors progress and conducts timely follow ups
- Gathers documents and information from various sources to facilitate network for youth referrals
- Works with Youth Peer Advocates to facilitate referrals and support TAY
- Gathers and analyzes data with an understanding of data-driven program design
- Manages and publishes weekly digital newsletter
- Plans, coordinates and attends meetings, and takes thorough minutes
- Supervises community volunteers
- Handles administrative duties, including: maintaining listserv, copying, data entry, scheduling 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 – comfortable 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
- Exceptional follow-through skills
- Excellent interpersonal 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
- Excellent Microsoft Suite and MailChimp knowledge
- Bachelor’s degree required
- Experience in systems change, and/or youth-serving fields a plus
- Experience with foster care or juvenile probation is helpful, but not mandatory

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 the 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 and laoyc.org.

TO APPLY

To be considered, please submit a resume and a cover letter that outlines your interest in joining the Alliance, relevant work experience, and how you heard of the position to: melisa@laoyc.org (E-mail submissions only/no phone inquiries). Responses will be sent only to individuals meeting the outlined qualifications of the position.