



POSITION DESCRIPTION

Youth Development Project Manager

Position Summary:

Type: Full Time Salaried

Hours: Average 40 hours a week, some nights and weekends on a regular basis

Reports to: Economic Development Director

The general responsibilities of the Youth Development Project Manager are to provide intensive leadership programs and services to youth that will add to their development to become great well-rounded citizens. The manager, in order to assist the youth in his/her endeavors, will utilize the resources of the Vanguard CDC programs and team to meet the mission/goals of the agency and the youth.

Responsibilities:

- Develop and manage youth programs for youth all ages.
- Advocate for youth in the community.
- Report and manage grant funds for programs.
- Seek and write grants for future youth programs and advocacy work.
- Work with Vanguard CDC team to integrate youth in all programming areas.
- Be responsible for data on each youth who is being served through programs
- Communicates effectively, both orally and in writing, with youth, parents, and other professionals on a regular basis
- Supervise subordinate and youth team members
- Performs other duties and responsibilities as assigned by supervisor.

Required Qualifications:

- At least 5 years Youth Program and services experiences
- At least 5 years in the not for profit community development field
- Grant writing and management experience
- Excellent understanding of international youth development practices and trends
- Excellent understanding of asset-based community planning process
- Excellent program, project, resource development skills
- Excellent rapport with youth
- Excellent verbal and written communication skills
- Excellent organization skills
- Excellent resource use and identity skills
- Excellent teamwork skills
- Excellent follow-up and attention to detail
- Entrepreneurial Experience

- Bachelor's degree or higher preferred

Salary/Benefits:

Salary Commensurate with experience
Salary Range (\$35,000 - \$45,000)
Full Time (salary position)
Benefits (Life, Health, and Dental)
403 (b) is available
Paid Time Off
Family Friendly Team Environment

Contact Info:

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Please submit information via fax or email no later than Friday, April 1, 2011

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