



EmpowHer Institute
Youth Services Manager Job Description

EmpowHer Institute is a non-profit organization whose mission is to empower girls and young women in marginalized communities, through education, training, and mentorship, to enable them to become confident, college and career ready.

Summary of Qualifications:

The ideal candidate is a dynamic self-starter with a demonstrated passion for serving vulnerable youth. Candidate must have 2+ years of experience managing youth serving programs and 2+ years of supervisory experience (supervising 2 or more staff). Candidate should have exceptional organization, communication (written and oral), and relationship building skills. Spanish speaking preferred.

Position Specific Duties and Responsibilities:

Youth Services Program Management

- Manage programs overseeing EmpowHer instructors, program participants, and volunteers.
- Continually increase teen participation in numbers served according to the EmpowHer strategic plan.
- Maintain a high-level of participant retention.
- Ensure that each program has the requisite supplies.
- Manage strategic relationships with school administrators.
- Work with school staff in scheduling programs and any needed modifications.
- Participate in staff meetings and conference calls for planning and execution of programming.
- Organize, manage, and chaperone field trips and special events for program participants and volunteers.
- Communicate with program instructors and school staff about any important behavioral or environmental issues affecting any program.

Youth Relationship Management

- Manage recruitment and retention of program participants.
- Manage a strong relationship with program participants and their parents/guardians.
- Create incentive programs for student retention and development.
- Manage communications with program participants and their parents or legal guardians.

- Support parental involvement efforts such as parent meetings, workshops and newsletters.

Volunteer Management

- Maintain relationships within EmpowHer such as with board members, volunteers, donors, and sponsors.
- Recruit volunteers for EmpowHer youth programs
- Respond to volunteer inquiries and guide volunteers through the registration and qualification process.
- Manage all volunteer participation
- Facilitate volunteer trainings for mentoring program and events.

Development/Program Evaluation

- Conduct regular youth development research and apply new ideas to EmpowHer programming.
- Develop and monitor metrics for evaluation of each program.
- Collaborate with school staff to collect student data, including report cards, diplomas, and relevant test scores.
- Develop grant proposals and reports.
- Follow up with foundations and corporate sponsors with program updates. Implement internal and external brand development.

Program Promotion

- Create and post content on social media platforms (Facebook, Instagram, Twitter) to promote programs and recruit volunteers.

Compensation:

Salary range for this position is \$45,000 - \$54,000, commensurate with experience.

Application Procedure:

Send résumé and cover letter describing your qualifications to Keyonna Keith, at keyonna@empowher.org. Put Youth Services Manager in subject line.

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To learn more about EmpowHer Institute, find us on the web at empowher.org

