

## 2024 IDEALIST JOB DESCRIPTION: **Assistant Director for Youth Programs**

**Title:** RICJ Assistant Director for Youth Programs

**Reports to:** RICJ Executive Director

**Summary:** Manage and coordinate RICJ youth programs and supervise youth programs staff.

The Assistant Director for Youth Programs is a fulltime position calling for a creative individual with a passion for working with high school students and a deep connection to social justice. We're in search of someone with energy, a desire to build relationships and collaborative networks, and a team member.

The Assistant Director reports to the RICJ Executive Director and is responsible for: 1) managing, nurturing and sustaining RICJ youth programs, including Youth Action Council (YAC) afterschool program, Young Women's Equity Coalition (YWEC) mentoring program, Project Respect Youth Leadership Institute summer camp, youth summer jobs programs and other youth programs and events; 2) supervising a Youth Programs Coordinator, AmeriCorps Youth Empowerment VISTA, student staff, interns and volunteers; and other duties as needed to support youth programs, such as participation in fundraising efforts.

**Position Responsibilities:** Under the direction of the RICJ Executive Director, work with RICJ staff, VISTAs, interns and volunteers to manage, implement and support RICJ's Youth Empowerment and Leadership Programs.

### **1-Outreach and Recruitment:**

- Work with youth participants, RICJ Youth Programs Coordinator and VISTA in planning outreach to schools, youth serving agencies and other organizations, businesses and donors to inform them about RICJ youth programs and recruit youth participants.
- Build partnerships with schools and other agencies.
- Work with youth members to help them design and implement youth-facilitated workshops on diversity, inclusion and community building, outreaching to schools and agencies to promote this work.

### **2-Coordination:**

- Coordinate with and supervise a fulltime Youth Programs Coordinator and a VISTA member.
- Lead planning for Project RESPECT, YWEC, YAC, Summer Jobs and other youth initiatives.
- Coordinate youth-led diversity trainings and other programs, motivating and managing youth teams to ensure their effectiveness.

### **3-Program Management:**

- Direct Project RESPECT with assistance from youth program staff (Youth Programs Coordinator, AmeriCorps VISTA) and interns, volunteers and youth leaders.
- Supervise Youth Programs Coordinator in leading planning and coordination for weekly Youth Action Council meetings, ensuring ongoing communication with members, alumni, parents/guardians and community.
- Provide training for youth staff, volunteers and interns in support of the youth programs.

- Responsible for tracking youth participant progress, grant reports completion and VISTA reporting.
- Ensure that program participant records and payment and cost records are maintained and secured.
- Collaborate with Juvenile Justice programs, working to build reciprocal relationships between the youth and justice programs of RICJ.

#### **4-Fund Development:**

- Assist the Executive Director in securing funding for youth and diversity education programs by speaking with potential donors and DEI clients to help them understand the benefits of RICJ programs.
- Complete reporting for grants and sponsorships awarded to youth programs.
- Work collectively with the Executive Director and RICJ staff to plan and implement fundraisers.

#### **5-Training:**

- Participate as a team member in DEI diversity/cultural competence training and consulting for businesses, schools, universities or other organizations and community groups.
- Co-facilitate diversity, inclusion, cultural competency and/or restorative practices trainings about race, power, privilege, and implicit bias for a wide variety of groups.
- Actively market the organization to gain contracts to support RICJ staff and youth co-facilitated DEI and restorative justice trainings.
- Additional duties as needed to meet the RICJ mission.

#### **Skills/Abilities/Experience:**

- Sincere dedication to the mission and philosophy of RICJ.
- 3 or more years' experience and proven ability implementing similar programs (education for at-risk youth, experiential models of education; diversity training).
- Excellent verbal and written communication, including the ability to communicate effectively with and motivate youth of diverse backgrounds.
- Experience in supervising staff in youth work.
- Well-organized, with ability to manage time and coordinate multiple tasks.
- Ability/knowledge of group dynamics, facilitation and leadership development.
- Ability to work in a team environment and independently.
- Willingness and flexibility to engage in evening/weekend/residential program duties as needed.
- Computer proficiency, including use of social media for program promotion.
- Must have own car (or reliable transportation), valid driver's license and auto liability insurance.
- BA or equivalent in a related field preferred.
- Must be cleared for work with minors (BCI will be required).
- Bilingual preferred (fluency in Spanish).

**About Rhode Island for Community and Justice:** RICJ is a nonprofit organization that works to transform communities to become more inclusive and just, by empowering youth and adults as leaders making positive change. In 2024, RICJ will have five fulltime and two part time staff. RICJ's mission is to fight bias, bigotry and racism and promote understanding and mutual respect among all races, religions and cultures, through advocacy, conflict resolution and education.

Job Functions: Select up to 5 job functions.

- Community Engagement/Outreach

- Direct Services
- Diversity, Equity & Inclusion
- Program Management
- Teaching & Instruction

Job Details: Full time (40 hours per week)

Education Required: 2-Year Degree Required

Experience Level: Intermediate

Language Requirements: Bilingual preferred, fluency in Spanish.

Compensation and Benefits:

- Compensation Type: Annual
- Minimum Salary: \$47,840.
- Maximum Salary: \$52,000.
- Additional Salary Details: Salary based on fulltime 40 hrs/week.
- Benefits: Vacation leave, sick leave, personal days and holiday days are provided. Health/dental benefits provided for fulltime staff.

Location: Onsite

Two Custom Questions

1. Please describe your success in supervising youth worker staff.
2. Please describe your success in motivating diverse youth.