



## Program Manager & Career Instructor

**Mission:** With belief in their potential, Youth With Faces gives young people in the juvenile justice system the skills needed to break the cycle of incarceration and create positive futures.

**Vision:** To build a future where justice-involved youth receive opportunities to build character, connections and capabilities essential for their success.

Youth With Faces programs are designed around foundational life and career skills needed to be capable, contributing members of the community, and include Culinary Arts Internships, Food Handler Certification, Career Readiness, PREP Therapeutic Dog Training, Welding Technologies and Reentry Support.

### Position Description

Reporting to the CEO, the Program Manager will ensure the successful oversight and delivery of Youth With Faces' career training and life skills development programs to our students in the Dallas County Juvenile Department. Responsibilities include the following:

- Serve as liaison between Youth With Faces and the Dallas County Juvenile Department; manage weekly updates and program coordination
- Cultivate relationships with class instructors and other partners to ensure seamless delivery of ongoing programs
- Teach the Career Readiness program; classes held virtually and on campus at juvenile facilities located in Southeast Dallas
- Develop and implement strategies that maximize synergies among program areas
- Report weekly program outcomes; work with management team to elevate process for improving performance standards of accountability and reporting to major donors

### Qualifications

This is a unique opportunity for a motivated individual with program management experience and entrepreneurial interests to grow and further develop a proven program. The candidate must be able to work independently to develop program strategy and maintain outcomes reporting, as well as collaboratively with class instructors, students and the Youth With Faces management team. The ability to build relationships with and lead at-risk youth will be a critical skill needed to perform day-to-day duties. Work will be done both virtually and on site at Dallas County Juvenile Department facilities across Dallas County. Specific requirements include:

- Minimum of a bachelor's degree
- Minimum of two years of nonprofit program management experience
- Demonstrated success developing, operating and evaluating innovative programs
- Proficient in using Microsoft Office, Google Drive, Zoom and outcomes reporting software; Salesforce experience is preferred
- Strong organization skills and capability to manage multiple projects
- Experience working with a high-performance, collaborative and constructive peer group
- Excellent verbal and written communication skills with strong attention to details
- Experience working with minority youth populations is preferred

- Personal qualities of integrity, credibility and a commitment to and passion for Youth With Faces' mission
- Must pass a thorough background check and complete Dallas County Juvenile Department volunteer training

#### **Detailed Responsibilities**

- Ensure Youth With Faces' programs have a long-range strategy that achieve mission and are measurable
- Assist with maintaining communication and nurturing relationships with the Dallas County Commissioners Court, Dallas County Juvenile Board of Directors and the Dallas County Juvenile Department
- Adhere to MOUs with Dallas County and/or community partners for each program, as required
- Lead organizational program development and evaluation
- Work with management team to maintain and adjust annual program budgets
- Maintain communication, direction and relationships with program community partners, instructors and program volunteers
- Develop and maintain program schedules and timelines for all programs at various facilities
- Ongoing development and updating of program information for all programs
- Responsible for compiling and saving the pre- and post- tests and surveys information for program participants
- Obtain and maintain parental waivers for programs
- Provide and maintain database input on all program participants
- Ongoing work on programs outcome measurements for recidivism, employment and high school and General Education Diplomas (GED)

**Please submit resume and salary requirements to Youth With Faces CEO Chris Quadri at [info@youthwithfaces.org](mailto:info@youthwithfaces.org).** No phone calls please. More information about Youth With Faces' programs and impact can be found at [youthwithfaces.org](http://youthwithfaces.org).