Job Title: Education & Employment Program Manager

Reports To: Director of Programs

Summary: Safe Place for Youth supports youth, ages 12-25, to transition off the streets and into stable housing situations and employment. Trauma-informed care, positive youth development and low-barrier programs offered at Safe Place for Youth are seen as a first step to engage youth experiencing or at-risk of homelessness into a continuum of supportive services. Safe Place for Youth has been growing steadily and is now at a crossroads at which it seeks to dramatically accelerate growth. The Education & Employment Program Manager will support the growth and management of the Education & Employment program.

Role and Responsibilities:

- Oversee, grow, and develop Education & Employment program
- Manage program, including supervision of program staff and volunteers
- Work collaboratively across internal departments and with community partners
- Advocacy, attending external community meetings with government agencies and community groups.
- Develop education and life skill programming specific to job readiness and preparation.
- Supervise and/or facilitate groups and other activities.
- Market, develop, outreach, and cultivate job and/or internship opportunities in the community
- Develop and maintain relationships with external partners
- Oversight of data collection across program
- Prepare monthly reports, funding reports, and other program administration duties
- Manage Education & Employment Program budget
- Create education and employment development aids.
- Participate in staff meetings, team meetings and other community meetings as needed.
- Other duties as assigned

Job Qualifications and Experience:

- Bachelor’s degree
- Minimum of 3 years experience in an education or employment services environment.
- 2+ years experience in social service setting, working with youth desirable.
- Strong computer skills and knowledge, including word processing, database operations, spreadsheets and other software systems.
- Experience with program management and program development
- Ability to coordinate and/or oversee the successful completion of projects
- Ability to work as a member of a team
- Experience working with homeless and at-risk youth
- Good verbal and written communication skills, including organizational, detail, and interpersonal
Terms of Position

• Full-time position
• $40,000-45,000, commensurate with experience
• Health benefits
• Paid time off and paid holidays
• Must have reliable transportation, valid California driver’s license, and proof of insurance.

To apply, please email resume and cover letter to jobs@safeplaceforyouth.org, with subject: “Application: Education & Employment Program Manager.”

Safe Place for Youth is an equal opportunity employer.