

**Position Type:** Programs Manager

**Supervisor:** Director of Research and Program Strategy

**FLSA Status:** Exempt

**Position Overview:**

YES' Program Manager works as an intermediary between YES' executive leadership team and YES' frontline direct staff to manage and oversee the implementation of YES' academic, workforce, violence prevention, and diversion programming. This position is designed to ensure effective program implementation and program compliance with grant-initiated expectations. This position is created to equip coordinators and frontline staff with the tools and resources - through training, supervision, and daily program support - to deliver high quality programming and services for YES' students and their families. Ultimately, this role is designed to ensure YES' organization-specific program objectives and goals are successfully achieved.

**Position Responsibilities:**

YES' Programs Manager engages in tasks related to direct management and supervision, program development, reporting and evaluation, financial management and compliance, and partnership cultivation. The responsibilities are more clearly defined below:

**Direct Management, Training, and Supervision**

- Oversee Coordinators of Workforce and Post-Secondary Programming
- Oversee Coordinator of Academic Preparation Programming
- Oversee Coordinator of Diversion Programming
- Oversee Coordinator of Violence Prevention Programming
- Oversee Leaders of Gender-Specific Programming
- Guide program coordinators in effective leadership of programs based on YES' mission and grant-specific priorities through targeted supervision, coaching, professional development, and staff training
- Conduct meetings with program staff to support program implementation and development
- Oversee job delivery and performance to ensure sound program management

**Program Development**

- Manage agency's profile of programs and services
- Ensure programs adhere to outlined curriculums, models, structures, and frameworks to support student learning
- Address program implementation needs as they arise
- Communicate resource gaps in programs and services to ensure effective implementation

**Reporting and Evaluation**

- Develop and share internal weekly programming updates
- Compose grant-related outcomes program reports based on established reporting frequency
- Evaluate and monitor the effectiveness of programs
- Prepare internal quarterly reports reflecting overall program health to increase program impact
- Represent YES at local meetings and speak to program offerings, etc. and report back to staff and executive team

## **Program Participation**

- Facilitate student and family intakes and onboard new YES Students
- Oversee program recruitment and assess participation inquiries
- Evaluate student engagement and participation in each program and ensure expected metrics are met

## **Financial and Compliance**

- Assist coordinators in identifying resource needs as per their program budgets
- Ensure program objectives (and client needs) are met and align with grant expectations and metrics
- Oversee and audit case management structures for each program to ensure fidelity and quality
- Ensure paperwork complies with external stakeholder expectations
- Review program records and ensure they are maintained, updated, and communicated in an effective reporting structure

## **Other**

- Develop relationships and build partnerships with community and professional leaders to promote and enhance agency
- Leverage and cultivate resources to build YES' capacity
- Provide support to YES' Board as a liaison
- Support Executive Director in various projects (presentations, workshops, conferences, and grants)
- Summer program development and implementation
- Support the onboarding process of new employees

## **Key Performance Indicators:**

- Offer weekly programing updates during staff meeting or via email when necessary
- Meet full enrollment goals evidenced by a completed intake and onboarding process
- Conduct weekly supervisory meetings
- Submit quarterly reports including program effectiveness assessments
- Ensure screening of all clients for program suitability
- Recruit and schedule a quality staff team
- Maintain compliant program budgets
- Maintain updated programmatic records
- Achieve grant objectives and reporting obligations
- Submit bi-monthly program status update report template
- Ensure fidelity to curriculum and student outcomes
- Uphold organizational values & community relationships

## **Skills**

- Technology Proficiency (Microsoft Office and in various software)
- Budget and Accounting knowledge
- Facilitation Skills
- Self-direction
- Collaboration Skills
- Exemplary Writing Skills
- Leadership and Management Skills

- Excellent Communication Skills
- Community Outreach Skills
- Curriculum Development
- Program Assessment

**Application Requirements**

Please review our website ([www.yespgh.org](http://www.yespgh.org)) and submit your resume, a letter detailing your ability to fulfill the job expectations, and three professional references to [dljones@yespgh.org](mailto:dljones@yespgh.org).

**Timeline**

Role will begin in September t as a full-time position (or as soon as position is filled).