

Youth Enrichment Services

Manager of Workforce and Post-Secondary Programming

Report to: Executive Director

FLSA Status: Exempt

Youth Enrichment Services (YES) is a high-impact, innovative, community, and youth-driven organization whose primary mission is to empower youth through mentorship, education, and enrichment. As a 30-year old organization, we are excited about our organizational history, legacy, and resiliency, and are seeking highly qualified, highly motivated individuals to help us chart new territory and fulfill our mission.

As a Program Manager, one will oversee, manage, and implement all of YES' workforce development and post-secondary programming and initiatives. These programs and initiatives are designed to equip students with the skills, knowledge, resources, and experiences to successfully navigate post-secondary employment and education. In this role, one will creatively and innovatively engage young people in diverse employment and educational experiences that prepare them for their futures as well as build the infrastructure and capacity of such programs.

Workforce Development Programming

Pathways to Access Program (PAP)

School-year program that exposes students to a variety of career pathways, workshops, and work experiences that prepare them to successfully pursue careers and educational endeavors

Learn and Earn (LE)

Summer employment program that provides students with professional, educational, and wellness-related opportunities to support their post-secondary, career, and educational trajectories

Responsibilities:

- Program Development and Implementation
- Individual Case Management
- Student Process Management
- Program Evaluation, Documentation, and Reporting
- Grant Goal and Metrics Tracking
- Student Payroll Management
- Worksite Securement, Training, Onboarding
- Partnership and Relationship Building and Management
- Student Recruitment and Attendance Management
- Fiscal Reporting
- Record and File Management
- Auditing Support

Post-Secondary Programming

College and Career Preparation (CCP)

School-year program to assist students with college and career application materials, scholarship and enrichment opportunities, and post-secondary transitions

Responsibilities:

- Student Portfolio and Application Documentation Preparation
- Individual Case Management
- Advisory Session Implementation
- Resource Coordination
- College and Career Onboarding Preparation

Position Skills

- Proficient in Microsoft Office and Google Suite
- Facilitation Skills
- Self-motivation
- Collaboration Skills
- Exemplary Writing Skills
- Leadership and Management Skills
- Excellent Communication Skills
- Community Outreach Skills
- Event Planning Skills
- Child and Human Development Knowledge
- Mentorship Principles Knowledge
- Reflective Practitioner
- Problem Solving Skills
- Crisis Management
- Culturally Relevant Practices

Credentials

Minimum Requirements:

- Bachelor's Degree with 3-5 years of program, teaching, and or/ case management experience

Desired Requirements:

- Master's Degrees in Teaching, Business, Social Work, Organizational Leadership, Management, or Educational Administration
- Experience working with youth from marginalized and minoritized communities

Benefits

Compensation is supplemented with generous benefits package

- Medical, dental, and vision insurance
- Paid Time Off
- Flexible work schedule
- 401 K
- Professional Development

COVID-19 Policies

Applicants should be able to travel on a regular basis and interface with public under COVID-19 protocols; applicants should also show documentation of vaccination.

Applicants Requirements

Please review our website (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.