

CAREER DIRECTOR - JOB POSTING

About Youth Uprising

Youth UpRising (YU) exists to build healthy, economically robust communities in East Oakland and the surrounding county by harnessing the leadership of young people, improving the systems that most impact their lives and advancing community development. Since opening in 2005, YU has gone from eight to nearly eighty staff, emerging as East Oakland's leading community transformation engine, praised as a national model by Attorney General Eric Holder in 2010. Youth UpRising's work is grounded in the belief that by providing comprehensive services and supports for the community's most at-risk young people and engaging them as partners in improving the community, we can create healthy eco-systems that can change the place without displacing the people.

For more information about Youth UpRising go to: www.youthuprising.org

Profile of the Successful Candidate

Youth UpRising seeks a strategic and results-oriented leader with strong program evaluation, management, design and implementation skills and a demonstrated commitment to communities of color who brings skills in career development and the ability to work effectively within a high-intensity, collaborative, entrepreneurial environment. The Career Director will have strong experience building relationships and achieving results with a broad spectrum of internal and external partners, and will be well served by an understanding of policy and systems-change work. Management experience with Workforce Investment Act (WIA) programs and regulations is preferred. The successful candidate will have the proven ability to foster positive adult/youth relationships for mentoring and guidance while also bringing experience writing proposals and reports, developing curriculum and providing training. BA required; MA preferred. The Director will have a work-style characterized by YU's identified core and managerial competencies including visionary leadership, patience, good instincts and insight, solid organizational skills, flexibility, a positive attitude, strong social and relational skills, critical thinking, professionalism, motivational power and a sense of humor.

Career Director (CP) - Position Summary

The Career Director will oversee the development, implementation, management and assessment of both the day-to-day operations and the strategic vision of YU's career programs, ensuring the provision of comprehensive, mission-led, outcome-driven, culturally relevant employment services to youth and young adults, including career exploration, employment training and job placement.

The Career Director reports to the Chief of Programs and supervises the Career Team. The Career Director works closely with the Education, Health and Wellness, Media Arts and Social Enterprise Directors to design and implement data-driven strategies and systems, and with the Finance and Development Teams to ensure that funding requirements and needs are met.

The Career Director will become part of a high-performing, warm, diverse staff that includes people indigenous to the community, those who are deeply committed to social change, and youth within our target population who help to keep the organization attuned to the current realities of youth culture.

Primary Responsibilities: Strategy and Cross-Functional Collaboration, Program Operations, Program Staff Supervision, Internal and External Partnerships and Other duties as needed and assigned.

Career Director Job Posting and Job Description
January 2012

Start Date: ASAP. Applications accepted until position is filled.

Compensation: Competitive, commensurate with experience. Full benefits.

How to Apply: Email resume and cover letter with recent salaries and four professional references to jobs@youthuprising.org. Put “CD – [Your Name]” in the email subject line. Complete job description is available at <http://www.youthuprising.org/about-us/who-we-are/job-opportunities>.

Youth Uprising is an Equal Opportunity Employer, striving to reflect the diverse community it serves.

COMPLETE JOB DESCRIPTION

Position Title: Career Director

Reports To: Chief of Programs

Compensation: Full-time. Competitive, commensurate with experience. Full benefits.

Career Director - Position Summary

The Career Director is a strategic, collaborative and results-oriented leader with strong evaluative, management, design and implementation skills who will lead and manage Youth UpRising’s career programming, further positioning Youth Uprising as a leader in the field of youth leadership development and urban community transformation. With strong relational and organizational skills, the Career Director will ensure the provision of comprehensive employment services to youth and young adults, including career exploration, employment training and job placement.

The Career Director is responsible for (1) hands-on internal leadership and management of YU’s career programs and staff, (2) forging productive community relationships with local, regional and national education and business partners and public influencers, and (3) cross-functionally developing, articulating and implementing data-driven strategies for optimization of programs and staff that support YU members in advancing across desired outcomes. The Director will expand Youth UpRising’s ongoing refinement and implementation of the best practice model for career services with disenfranchised youth.

With strong supervisory and leadership development skills, the Director will ensure that programmatic outcomes are developed, closely monitored, and accomplished. The Director will oversee effective data-collection and reporting, and will implement tools and processes for effective supervision, development and evaluation of career programs and staff.

The Career Director reports to the Chief of Programs and supervises the Career Team. The Career Director works closely with the Education, Health and Wellness, Media Arts Directors and with the Social Enterprise Team to design and implement data-driven strategies and systems. This position also works with the Finance and Development Teams, to ensure that funding requirements and needs are met.

The successful candidate will be a self-motivated professional with experience and skills in career development, extensive management experience with Workforce Investment Act (WIA) programs and regulations, and the ability to work effectively within a context that requires flexibility, a sense of humor and capacity to flourish in a fast-paced, deadline-driven environment. This leadership position requires someone whose passion for Youth Uprising’s vision is matched with creative tactical leadership, a track record of effective program development and the ability to motivate others to ensure the success of the department and the organization as a whole.

Career Director Job Posting and Job Description
January 2012

Primary Responsibilities

Strategy and Cross-Functional Collaboration

- Research, develop, articulate, and oversee implementation of a **strategy for motivating and accelerating youth across YU's Financial and Career Well Being outcomes and indicators**, in collaboration with the other program directors and informed by external research and best practices. Specifically, lead YU's efforts in ensuring that YU programs effectively incorporate: exploring employment and career options, becoming job ready, attaining a job, retaining job, advancing from job to career and developing financial management skills. Track, analyze and build programmatic responses to explicit measurements and indicators of desired outcomes.
- **Expand and shape YU's career development strategy and practice** to align YU programs and services with external opportunities in consideration of (1) existing challenges of working with our Members, (2) economic need to streamline and accelerate job-readiness, (3) the work and requirements of our Social Enterprises (4) requirements for post-placement support, (5) current and future economic opportunities and (6) local and national labor market trends.
- **Create continuous improvement cycles** that include program assessment and evaluation and that drive program development and implementation.
- **Collaborate cross-functionally with Program Teams** (Case Management, Education, Health and Wellness and Media Arts) within a matrix structure to **advance youth through leadership growth and development stages**: (1) attraction, engagement & stabilization; (2) guided learning, practice & sustainable progress; (3) mastery, personal agency and leadership.
- **Collaborate with the Social Enterprises Team** to prepare youth for employment and to create strategies to advance youth from subsidized to unsubsidized employment.
- **Produce reports in collaboration with the Development Team** in order to strengthen and maintain departmental funding. Provide written narratives. Collaborate to identify funding sources, develop funding proposals and provide needed documentation for reporting.
- Collaborate with the ETO Program Manager to articulate and provide **statistics and success stories for the Policy Team's** work to develop resources and best-practices for community transformation and effective work with a high-risk population.
- Work closely with the Chief of Programs to provide **leadership** and strategic direction to the organization. Actively participate in regular schedule of Program Director meetings, agency staff meetings, and individual supervision with the Chief of Programs, providing recommendations regarding various courses of action. Identify opportunities for YU to grow as a known leader in the field of youth leadership development and build strategies to take advantage of these opportunities.
- Support organizational best practices regarding **meaningful engagement for young people** in organizational development.

Program Operations

Career Director Job Posting and Job Description
January 2012

- Oversee effective **day-to-day operations** of all career programs, including the structure and functioning of all program components, facilitating and coordinating program activities to ensure that YU offers comprehensive, integrated programming that develops personal agency and achieves outcomes.
- **Mentor/support** a case-load of youth in our target population.
- **Lead program and curriculum development.** Support others in developing and facilitating curriculum. Assess and grow existing career programs to build capacity. Ensure career programming is aligned with YU's vision and mission, and that programs are functioning optimally.
- **Lead program planning, evaluation and assessment.** Coordinate strategic planning sessions for individual programs and overall department. Provide updated program reports on a quarterly basis. Lead the implementation and completion of regular departmental evaluations and reports, with the support of the Chief of Programs and in partnership with the ETO Performance Manager.
- Oversee planning and implementation of departmental **events**. Participate in planning and implementation of center-wide recreational and community events as needed.
- Maintain all **files and records** relevant to the work of the career and education department, including current personnel, program, funder and partner files.
- Ensure excellence and timely input of **ETO data**.
- Ensure that all **career program costs** are allocated properly in order to support the completion of accurate fiscal reports and documentation.
- Manage implementation of cogent internal and external **outreach strategy** to promote awareness and utilization of Youth UpRising's career programming and services under the direction of the Chief of Programs.

Program Staff Supervision

- **Lead, develop and supervise a Career Team** which may include a Career Services Manager, Career Pathways Manager, Teen Employment Programs Manager, Job Developers and Career Mentors, among others. Lead team members in setting personal and program-wide work goals and in maintaining accountability for goal achievement. Facilitate regular Career Team and collaborative meetings as needed. Provide regular supervision and ensure that staff are resourced with individual professional development plans. Conduct annual reviews of direct reports.
- **Lead and coordinate the Career Team's effort to develop, manage, and evaluate highly effective programs and organizational systems** that utilize a cross-functional matrix of support in order to achieve outcomes. Work with staff to cultivate and oversee adherence to aggressive, measurable, and strategic operational and performance goals. Provide feedback, counsel and accountability that facilitates continuous improvement. Ensure that all career program leaders are aligned with mission and focused on meeting YU outcomes through integrating effective responses to evaluative feedback (particularly as provided by ETO data.)

Partnerships

Career Director Job Posting and Job Description
January 2012

- In collaboration with the Career Team, advance a strategy to **build business partnerships** and expand internship worksites and external job placements for YU members.
- **Identify, develop and strengthen community partnerships** with schools, colleges, businesses, government, community organizations and other partners to further YU's mission in the area of career development. Generate and maintain current MOU's for career partners.
- Professionally and effectively **represent Youth UpRising as a youth employment and placement leader** to government, community, funding and field sources at meetings, conferences and speaking engagements, serving as an ambassador and advocate for Youth UpRising and promoting the advancement of our mission. Strategically participate at key tables at the city and county level, contributing to organizationally-aligned local implementation of state-wide and federal programs.
- **Collaborate with the Policy Team** to resource and advance city and county policy initiatives that support Youth UpRising's mission. Provide the Policy Team with counsel regarding feasibility of policy directions for YU's advocacy work.
- **Host YU's site tours** and/or informational presentations, maximizing the potential for YU to benefit from relationships with interested parties.

Other duties as needed and assigned.

Qualification and Competency Requirements

Positional Competencies – required for our Career Director

- **PEOPLE MANAGEMENT EXPERIENCE** – At least five years' experience effectively training, developing, managing and supervising a diverse team of leaders.
- **PROGRAM AND PROJECT MANAGEMENT EXPERIENCE** – Experience planning, developing, managing and evaluating program(s). Demonstrated experience organizing and managing events, campaigns and/or productions.
- **STRONG COMMUNICATION SKILLS** – Exceptional oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, and present data in a clear and concise manner to appropriate personnel, including the ability to effectively present information to top management, funders, program staff and/or Board of Directors. Experience writing development proposals and reports.
- **RELATIONAL CAPACITY AND COALITION BUILDING EXPERIENCE** – Experience working with a broad spectrum of internal and external partners, including govt. agencies and officials, community organizations and leaders. Proven ability in developing, maintaining, and building relationships and achieving results. .

Career Director Job Posting and Job Description
January 2012

- YOUTH LEADERSHIP DEVELOPMENT EXPERIENCE – At least five years’ experience in youth leadership development in an area such as career or academic counseling or workforce development is preferred. Cultural competency in working with a diverse group of young people. Proven ability to foster positive adult/youth relationships for mentoring and guidance. Demonstrated commitment to social justice and youth movements.
- CAREER PIPELINE AND WIA EXPERIENCE – At least three years at a management level responsible for WIA Reporting and accountability, and guiding relevant program development is preferred. Experience developing career pipelines that connect education
- ADVANCED ACADEMIC EXPERIENCE - Excellent research, writing and problem solving skills. Curriculum development, training and facilitation experience. Educational administrative experience welcomed. BA required; Masters or Advanced degree preferred.
- AVAILABILITY for occasional evening and weekend work.
- ENTREPRENEURIAL AND/OR FOR-PROFIT BUSINESS EXPERIENCE is a plus.
- BILINGUAL is a plus.

Managerial Competencies – required at YU for those who manage others

- LEADERSHIP - Visionary • Articulates goals and objectives and their value • Acts as a positive catalyst for change • Models desired behaviors • Able to inspire and organize others • Builds on strengths and facilitates growth in areas of weakness • Seeks input, assesses risks and makes decisions • Problem-solving approach to challenges •
- PATIENCE - Able to maintain composure and endure under difficult circumstances • Compassionate, especially regarding long-term challenges • Able to withhold judgment/conclusion and take time to inquire into the causes of a situation • Able to manage expectations and measure success over the long-haul •
- INSIGHT/DISCERNMENT - Able to acutely observe and insightfully perceive a situation and/or character • Emotionally intelligent and able to reflect on feelings, motives and needs • Demonstrates good instincts regarding long-term impact and implications •
- PROFESSIONALISM - Adheres to the highest ethical and organizational standards • Best-practice approach to work • Dependability, rooted in a reliable continuity of presence, principles and actions • Continuously seeks excellence in what we do and how we do it •
- SENSE OF HUMOR - Able to be real • Able to see the lighter side of difficult situations • Ready to laugh •
- MOTIVATIONAL POWER - Able to articulate goals, build excitement and motivate others to do their best • Able to move people beyond their comfort zone and inspire them to take strategic risks • Elicits other people’s realization of their maximum potential • Motivates people to be phenomenal team members • Instills a sense of ownership and investment in the larger vision • Delegates and builds the leadership of others • Inspires others to go ‘over and above’ and feel good about it •

Core Competencies - required of all staff for successful performance at YU.

Career Director Job Posting and Job Description
January 2012

- HIGH PERFORMANCE - Strong work ethic • Results oriented • High energy • High integrity • Reliability • Committed to Excellence • Takes initiative and gets things done • Demonstrated success in an entrepreneurial setting, with the ability to think strategically while executing tactically within a resource-constrained environment.
- ORGANIZATIONAL SKILLS - Detail oriented • Tracks results • Demonstrates good work habits • Effectively uses their and other people's time • Comes to tasks/meetings well prepared • Has basic computer skills • Develops efficient systems, processes and tools •
- FLEXIBILITY - Adapts to new information or circumstances • Willing to wear many 'hats' to get the job done • Creative in troubleshooting and finding solutions • Able to flourish in a fluid environment •
- POSITIVE ATTITUDE - Able to maintain composure, hope and a sense of humor amid challenges • Able to remain positive and see solutions among difficult issues • Stamina • Able to manage and diffuse stress •
- SOCIAL SKILLS - Able to work with a variety of people • Able to communicate with respect and clarity • Open to different viewpoints • Able to disagree without animosity • Self-aware • Compassionate • Collaborative • Able to give and receive candid feedback • A role model •
- CRITICAL THINKING - Thinks interdependently, framing the goals of one department/project within the entire vision • Sees current issues and challenges within a broad framework • Makes decisions that have the greatest long and short term positive impact • Thinks 'outside the box' – beyond given paradigms • Able to access resources (money, people) to advance solutions • Able to reflect on and improve both content and delivery • Open to developing awareness of the structural factors (socioeconomic context) impacting our communities •

Start Date: ASAP. Applications accepted until position is filled.

Compensation: Competitive, commensurate with experience. Full benefits package.

How to Apply: Email resume and cover letter with recent salaries to jobs@youthuprising.org. Include "CD – [Your Name]" in the subject line.

Youth Uprising is an Equal Opportunity Employer. Youth Uprising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.