

JOB ANNOUNCEMENT

Youth Investment Center Project Manager

Status: Full-time
Reports to: Director, Statewide AmeriCorps

Position Summary:

The Youth Investment Center (YIC) program enrolls AmeriCorps members as mentors to provide academic assistance, life skills, and financial literacy to foster youth in Sacramento County and other counties in California. Foster youth mentored by AmeriCorps members graduate from high school, demonstrate improved academic attitudes, academic behavior, and financial knowledge. Foster youth also demonstrate competency in at least 3 life skills in the domains of academic assistance, study habits, daily living, financial literacy, job skills, goal setting, and relationships.

Position Summary

The YIC Project Manager is responsible for providing training and technical assistance to YIC program partners on all AmeriCorps activities, including but not limited to, member recruitment, enrollment, retention, training, policies and procedures, and terms of service. The YIC Project Manager is responsible for successful program operations, including but not limited to, partner recruitment and development, monitoring and maintaining all applicable YIC AmeriCorps contracts, overseeing YIC AmeriCorps program implementation, ensuring grant/program compliance, tracking, monitoring and reporting data to ensure contracted Performance Measures are met, and coordinating YIC Continuation and Re-Compete proposals so that the YIC AmeriCorps program continues. The YIC Project Manager is also responsible for the Foster Youth Flourish Individual Development Accounts (IDA) program.

Essential Duties and Responsibilities

1. (15% time) Technical Assistance and Project Support to Youth Investment Center AmeriCorps Partners

- Provide technical assistance, training and ongoing support to YIC AmeriCorps partners on AmeriCorps policies and procedures including, but not limited to, member enrollment, benefits, position descriptions, training, service hours and retention, YIC program design and implementation, AmeriCorps requirements, specifically prohibited activities, and other program related areas as needed.
- Maintain constant and consistent communication, professionally and collaboratively, with YIC AmeriCorps partners to monitor program implementation, provide AmeriCorps updates, and address challenges in a timely manner, through telephone calls and emails, at least one formal site visit per grant cycle and additional visits as needed, coordination and facilitation of monthly collaborative meetings for local YIC partners and webinars as needed for non-regional YIC partners. Maintain the highest level of “customer service” to partners.

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- Provide ongoing site supervisor/partner support on AmeriCorps policies and procedures as outlined in the AmeriCorps Supervisor Program Manual and Member Handbook.
- Provide technical assistance to partners regarding fiscal procedures including partner cash match, and invoicing.
- Conduct new site supervisor AmeriCorps orientation.
- Provide member management database training and technical assistance to YIC AmeriCorps partners including, but not limited to, member enrollment, service hours tracking, and member terminations in order to collect data as required by CaliforniaVolunteers (CV) and Corporation for National and Community Service (CNCS).
- Support site supervisor's compliance with documentation, mid-term and end of term AmeriCorps member Performance Evaluations in collaboration with AmeriCorps Support Services team.
- Facilitate transition between AmeriCorps contract years.
- Provide ongoing support to partner agencies to ensure program success.

2. (15% time) Youth Investment Center Project Implementation and Management

- Develop, provide and improve oversight for YIC program implementation.
- Develop and monitor YIC AmeriCorps partner contracts, budgets, and grant compliance in conjunction with the AmeriCorps Initiatives Director. Route program agreements to YIC partners.
- Serve as the primary liaison to CaliforniaVolunteers for the YIC AmeriCorps program.
- Attend and participate in meetings and conferences as required.
- Assess progress and compliance of YIC AmeriCorps partners through site visits.
- Write and submit an evaluation report of site visits including a summary of site programs, partner compliance, member satisfaction, and program and partner needs.
- In conjunction with the AmeriCorps Initiatives Director, ensure that the YIC program operates within the contracted budget amount.
- Work with the AmeriCorps Initiatives Director to manage YIC AmeriCorps member slots and service site agency allocation.
- Work with YIC AmeriCorps partners in strategic planning to identify program needs and opportunities.
- Establish and strengthen partnerships with collaborating agencies.
- Facilitate Continuous Quality Improvement (CQI) for the YIC AmeriCorps program.

3. (15% time) Youth Investment Center Partner Development

- Develop and implement a YIC Partner Recruitment Plan including partner recruitment activities, counties, agencies, school districts and community-based organizations and other entities to be targeted, in-person and web-based

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information sessions to explain the YIC program to interested entities, and the partner application process to ensure full enrollment of members per the YIC contract.

- Identify, develop, and establish relationships with private/public agencies and community-based organizations to expand the existing YIC partnership and ensure full enrollment of members per the YIC contract.
- Maintain positive working relationships with existing YIC partners to ensure their continued participation in and full enrollment of members as per the YIC contract.
- Work closely with the AmeriCorps Initiatives Director, to coordinate outreach efforts to support and develop strong statewide partnerships.
- Research, suggest and pursue new partnership/grant opportunities to increase the scale and scope of the YIC program.

4. (10% time) AmeriCorps Member Recruitment, Support, and Retention

- Work with YIC AmeriCorps partners and members to ensure compliance with CV and CNCS AmeriCorps member of 90% enrollment and member retention of 90% requirement.
- Ensure supervisors and members are fully aware of member requirements outlined in the Member Handbook, AmeriCorps policies and procedures and prohibited activities.
- Provide direction and support to partners'/site supervisors regarding the AmeriCorps member recruitment process including member position description development, development and dissemination of recruitment materials, outreach strategies and candidate identification, interviewing, and screening.
- In conjunction with the AmeriCorps Initiatives Director and fiscal staff coordinate AmeriCorps member living allowance stipend payments and service hours.
- Monitor AmeriCorps member service hours to ensure members' successful completion of their term of service.
- Provide support to YIC AmeriCorps partner supervisors and CAP Center AmeriCorps Team regarding member issues including, but not limited to, leave of absences, progressive discipline, written warnings, suspensions, terminations, hours served, living allowance, forbearance, childcare, healthcare, education awards and AmeriCorps program policies and procedures.
- In conjunction with YIC AmeriCorps partners, develop and approve AmeriCorps member leave of absences, written warnings, suspensions, and terminations and forward information to CAP Center AmeriCorps Team.
- Work collaboratively in a timely manner with YIC AmeriCorps partner supervisors and members to address service hour challenges seeking a plan and resolution that best meets the needs of both the YIC AmeriCorps partner and member.
- In conjunction with the CAP Center AmeriCorps Team, ensure that member performance evaluations are completed and AmeriCorps members are notified of completion of service hours and exit paperwork has been processed in accordance with the 30-day enrollment/exit requirement.

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- Provide ongoing support for YIC AmeriCorps members and supervisors, including advocacy on behalf of members.
- Coach YIC AmeriCorps members and site supervisors on strength-based communication techniques.
- Coordinate with CAP Center Human Resources Generalist, AmeriCorps Initiatives Director, Chief Program Officer, and Service Site Supervisors to resolve criminal background clearance and subsequent arrest issues.

5. (10% time) AmeriCorps Member Training

- Identify YIC AmeriCorps member training needs in alignment with AmeriCorps grant requirements and member service responsibilities.
- Work cooperatively with the CAP Center AmeriCorps Project Managers and Training Team, to coordinate the delivery of training in compliance with YIC AmeriCorps member training requirements to ensure members have the knowledge and skills needed to serve foster youth.
- Coordinate and facilitate YIC AmeriCorps member orientation in conjunction with CAP Center AmeriCorps Team.
- Coordinate with CAP Center Training Team to track completed YIC AmeriCorps member trainings and address challenges with members completing training requirements.
- Facilitate and coordinate feedback from YIC AmeriCorps supervisors and members regarding their satisfaction with training content/curricula in meeting the needs of members and partner agencies.

6. (10% time) Program Performance Monitoring, Reporting and Continuation

- Manage online databases and provide technical assistance to partners and members to ensure timely reporting by YIC partners and accurate data entry.
- Collect data on an ongoing basis for reporting requirements and to monitor and analyze Performance Measure progress for the YIC AmeriCorps program and each YIC AmeriCorps partner.
- Coordinate the work of the YIC independent evaluation contractor and ensure the completion of the YIC AmeriCorps and other funder evaluation reports.
- Write and submit timely YIC AmeriCorps and other funder progress reports/annual report/continuation requests in accordance with CV and CNCS and other funder requirements.
- Participate in evaluation design and data collection planning.
- Work with the AmeriCorps Initiative Director and Chief Program Officer on CV/CNCS NOFO's as well as and current and potential funding sources that provide cash match for the YIC program.
- Provide technical assistance and necessary information to partners on progress reports, data entry and overall evaluation/performance measurement protocols.

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7. (10% time) AmeriCorps Administration

- Work with Chief Program Officer, AmeriCorps Initiatives Director, Collaboration and AmeriCorps Compliance Program Manager, the CAP Center AmeriCorps Team and other Child Abuse Prevention (CAP) Center staff to develop forms and revise policies, procedures, and AmeriCorps Supervisor Program Manual and Member Handbook.
- Communicate and meet with, on an ongoing basis, the CAP Center AmeriCorps Team regarding enrollment, program and member updates.
- Serve as liaison between administration, partners, and members.
- Support Human Resources Generalist and partner/site supervisors regarding AmeriCorps member safety and workers' compensation issues.

8. (5%) Foster Youth Flourish Individual Development Accounts (IDA) Project Management

- Manage project implementation and contract compliance.
- Work with partners to identify program needs, opportunities, and improvement.
- Provide technical assistance to partners and members regarding program standards and requirements.
- Monitor all data collection pertaining to contracted performance measures, service delivery, and member performance.
- Analyze data and complete and submit Progress Reports in the frequency and format required by United Way.
- Coordinate development and delivery of financial literacy training to members and foster youth.
- Develop project materials including, but not limited to orientation, applications, and compliance forms.
- Coordinate with CAP Center Fiscal Department on disbursements of incentive dollars into IDAs.

9. (5% time) AmeriCorps Special Events

- In conjunction with the AmeriCorps Initiatives Director, Collaboration and AmeriCorps Compliance Program Manager, other CAP Center AmeriCorps Team, plan, coordinate and facilitate annual CAP Center AmeriCorps Partner Conference including, but not limited to, developing and revising training materials, planning logistics and conference activities/trainings, and coordinating trainers and presenters.
- Support planning of National Service Days, special events, and AmeriCorps Graduation with the CAP Center AmeriCorps Team.
- Collaborate with other CAP Center AmeriCorps Team to ensure success of AmeriCorps programs.

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10. (5% time) Other Duties

- Perform supervision of members when needed.
- Acquire and enhance knowledge of the child welfare system and foster youth services including, but not limited to, statistics and trends through reading, research, conferences and participation on committees, as appropriate.
- Oversee and monitor member activities.
- Attend and participate in external and internal CAP Center meetings and committees as needed.
- Provide support to CAP Center wide projects, as needed, including but not limited to, grant proposals, reports, and special events.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from a four-year college or university required. Master's Degree preferred.
- Two years of program management experience required.
- Prior experience working with AmeriCorps programs preferred.
- Experience with developing and maintaining partnerships with public/private community and collaborative partners required.
- Grant writing and event coordination experience preferred.

General Knowledge

- Knowledge of child abuse prevention field, social services and/or child welfare services required.
- Experience working with foster youth and foster youth serving agencies preferred.
- Knowledge of AmeriCorps policies and procedures preferred.
- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills.
- Intermediate knowledge of and proficiency in MS Word, MS Excel, Outlook, and PowerPoint.
- Knowledge of Visio and Publisher preferred.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Basic mathematics including addition, subtraction, division and multiplication.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to maintain boundaries and a professional and confidential work environment.

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Organizational Ability

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational skills and ability to manage multiple tasks in an efficient manner.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

Communication and Relationship Skills

- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to work effectively and efficiently in a team environment.
- Ability to work effectively in a strength-based manner with individuals and team with diverse economic, social, educational and cultural backgrounds.
- Able to deal with highly emotionally people on a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to deal with complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.

Other Qualifications

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a criminal background check from the Department of Justice and the National Sex Offender Public Website.

Please send cover letter, resume and salary requirements to:

The Child Abuse Prevention Center
Attn: Human Resources
4700 Roseville Road
North Highlands, CA 95660
Fax: 916-244-1905
E-mail: jwarren@thecapcenter.org

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