

# job posting

## Youth Programs Manager

**If you have a passion to support youth, working to build a better life for themselves and their families – the youth development team at the YWCA St. Paul needs you!**

Help provide youth experiences by managing all Youth Development programs and staff, including Youth Employment, Empowerment, and the Young Women's Initiative Cabinet. Youth Development serves youth and young adults ages 15-24, both in and out of school. Youth Programs Manager is responsible for program development, ensuring programming continues to welcome and meet community needs. This position manages staff to ensure a high level of performance while supporting youth. Youth Programs Manager continually evaluates the program ensuring effective data and reporting.

In this position you will:

- Manage all aspects of the paid work experience programs for youth participants, aligning with program proposals and funding streams, including employment readiness, career exploration, education advancement and financial literacy.
- Manage through implementation of young women's empowerment programming, centered on leadership, advocacy, social justice, and community building, aligned with program proposals and funding streams.
- Coach and lead the team to provide robust recruitment, group facilitation, individual professional coaching, holistic case management, navigation of barriers, meeting of basic needs, and goal setting.
- Manage program budget, spending, meeting targets, while implementing strategies to achieve objectives.
- Manage youth program staff, including recruitment, hiring, and training.
- Lead youth program team to ensure youth development best practices are used.
- Ensure accuracy and integrity of program data and reporting to meet contract requirements.
- Evaluate youth program results, quarterly adjusting as required to achieve objectives.
- Complete all required administrative evaluation, review of program documentation, data collection, program, and compliance reporting.
- Leverage community resources to support youth participants and programs.
- Represent YWCA St Paul in the community, building relationships with partner organizations, counties, and other stakeholders.

### Minimum Qualifications:

- Bachelor's Degree in social sciences, psychology, social work, or related field or an equivalent combination of education and experience.
- Minimum of three years' experience directly managing paid work experience programs for youth participants, including case management and/or counseling experience, with youth experiencing barriers (poverty, homelessness, out of home placement or crisis management).
- Youth program staff supervision experience, including group facilitation.
- Deep commitment to advancing racial justice and gender equity with a demonstrated ability to work with diverse populations.
- Strong problem-solving skills, with exceptional interpersonal communication and the ability to manage conflict constructively.
- Skilled in managing time, multi-tasking, meeting deadlines, with the ability to maintain confidentiality.
- Access to reliable transportation for day travel.
- Confident in ability with Microsoft applications with a willingness to learn and use other systems.

YWCA St. Paul offers a competitive benefits package and compensation is dependent upon experience and qualifications. The hiring range for this position is \$49,500 - \$60,000 annually.

Come join our team and be a part of an organization that is making a difference in our community. The YWCA St. Paul is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

**If you are looking for an opportunity to make a difference and work in a collaborative environment where we celebrate and appreciate each other, please complete our application at: <https://www.ywcastpaul.org/jobs>**

**Forward application, resume, cover letter to: [hr@ywcastpaul.org](mailto:hr@ywcastpaul.org)**

*The YWCA St. Paul is an Equal Opportunity Employer*