



## Youth Program Manager

Are you a Youth Program Manager known for your commitment to developing and managing high-quality youth programming in your community? Do you have a passion for connecting with your local schools and advocating for teens with barriers to provide growth opportunities in workforce development and career exploration? If so, Employ Milwaukee wants to hear from you!

Employ Milwaukee is the Workforce Development Board serving Milwaukee County. Our goal is to connect all job seekers with employment opportunities through education and training by partnering with business and industry, economic and workforce development, as well as many other community partners.

The Youth Program Manager reports to the Programs Director and is accountable for developing, delivering, supervising, administering and conducting compliance reviews of community-based programs for youth.

### A Day in the Life of a Youth Program Manager

- Supervise work direction and performance of the youth program specialists
- Team up with the Programs Director and staff to advise and plan youth program objectives
- Collaborate efforts with internal Employ Milwaukee teams such as Business Intelligence, Business Solutions, and Fund Development to increase overall access to programs and services for youth
- Guide program staff on summer and year-round youth employment programs by developing cooperative relationships with schools, community-based organizations, and the private sector
- Partner with the Fund Development team to seek and provide programmatic information on opportunities for new funding
- Coordinate worksite visits and state/federal contracts for youth programs with program staff
- Direct and coordinate staff, data systems and procedures related to processing and tracking of subcontracts, agreements, and grant activities
- Manage and monitor data collection and programs under state and federal data collection systems such as Efforts to Outcomes (ETO)
- Participate in internal or external audits of department grants/contracts by providing information, documentation, and actions required by the review

### What do I need to be a Youth Program Manager

- Bachelor's Degree required; Master's preferred
- 3 years of program management experience
- Confident, articulate and professional public speaking, presentation and human relations skills
- Clear and concise writing skills – business correspondence, reports, procedure manuals
- Proven ability to empower youth and partner with adults, both of diverse socio-economic backgrounds
- Create budgets, manage goals and objectives
- Analytical skills; analyze and interpret charts, graphs, and complex documents

### To be considered for this opportunity:

Interested applicants are requested to submit a cover letter and resume through the job posting link, on or before February 5, 2020, for full consideration of this opportunity.

*Employ Milwaukee is committed to the principle of equal employment opportunity regardless of race, color, gender, age, sexual orientation, religion, disability, veteran's status or national origin and abides by state regulations and federal laws pertaining to equal employment opportunity.*