



## **JOB DESCRIPTION**

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JOB TITLE: Youth Program Manager

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### About Us:

Since 1967, United Way of Northern Arizona has been dedicated to serving Northern Arizona in collaboration with valued partners. We coordinate efforts and leverage resources to empower and support youth through initiatives focused on Early Childhood Development, Positive Youth Development, and Safety & Security.

### POSITION SUMMARY:

United Way of Northern Arizona seeks a passionate and committed Youth Program Manager to lead our **Stepping Up for Youth Initiative**. The role will oversee key programs, including our **Early Childhood Development** programs (ages 0-5), such as **KinderCamp** and the **Dolly Parton Imagination Library**, and our **Positive Youth Development** initiatives serving youth ages 5 – 21 within the community. The ideal candidate for the Youth Program Manager position should have a background in youth development, education, and program management.

The Youth Program Manager will report directly to the President & CEO.

### **POSITION RESPONSIBILITIES**

#### General Duties:

- Lead, manage, and oversee UWNA's Stepping Up for Youth Initiative, which includes Early Childhood and Positive Youth Development programs and initiatives as directed by the President & CEO, such as KinderCamp and the Dolly Parton Imagination Library, ensuring high-quality delivery and adherence to program goals and objectives.
- Serve as the primary point of contact and support for partners and school liaisons to ensure they are well prepared to manage and deliver Early Childhood Development program components and resources effectively.
- Facilitate communication between school district partners, community partners, and other stakeholders.
- Develop and implement metrics to evaluate the success and impact of Early Childhood and Positive Youth Development programs and initiatives. Use evaluation findings to assess outcomes and report program data.
- Represent UWNA at meetings, events, and conferences to advocate for UWNA Stepping Up for Youth Initiatives.
- Plan, coordinate, and execute all aspects of the Youth Leadership Conference, including venue selection, speaker arrangements, and participant registration.

- Manage logistics, track registrations, and key metrics for all early childhood or youth-related events.
- Develop and implement strategies to raise awareness of the programs and initiatives, utilizing various communication channels to engage the community and increase participation.
- Maintain accurate records and data on program activities, participant feedback, and outcomes.
- Organize and manage tabling events and community engagement activities to promote organizational programs and initiatives.
- Build and maintain strong relationships with school districts, community organizations, local businesses, and other stakeholders to enhance outreach efforts and impact.
- Prepare regular comprehensive reports on Early Childhood and Positive Youth Development programs and initiatives for stakeholders, including leadership, partners, board members, and donors.
- Provide detailed programmatic information to the grant-writing team and collaborate to craft compelling grant proposals.
- Perform administrative responsibilities, including phone calls, email, documentation, records, and other program-related activities.
- Participate in staff meetings, training, special assignments, and other duties as assigned.

#### Desirable Knowledge, Skills, and Abilities

- Strong understanding of youth development principles and best practices.
- Communication skills: Public speaking in front of a group, speaking with people from a wide range of economic/social situations, communicating weekly with the President & CEO and staff in the UWNA Flagstaff office. Projecting a positive, helpful attitude to business and individual contacts is crucial. Flexibility and creative skills are essential.
- Experience in developing and using program evaluation tools and metrics.
- Management skills: Independently managing daily tasks, coordinating meetings and events, setting goals, meeting deadlines, requesting information and assistance from others when needed, and meeting with community partners.
- Administrative skills: Answering local phone lines, sending and receiving emails, managing paperwork, keeping and reporting accurate program records, problem-solving, doing research, mailing, copying, faxing, reporting expenses, and always maintaining positive customer relations.
- Proficiency in Microsoft Office Suite and other relevant software applications with an aptitude for learning new software and systems.
- Maintains personal/professional competency and creates an environment of courtesy, respect, enthusiasm, and a positive attitude in all internal and external organizational interactions.

Minimum Requirements:

- Bachelor's degree in Education, Social Work, Youth Development, or a related field and three years of experience in youth program management, community engagement, or a related field OR any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

Other:

- Valid Arizona driver's license, social security, and proof of current automobile insurance.

*Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties, and skills required for the position.*

Annual Salary: Salary is dependent on qualifications. The salary for this position starts at \$59,000. Full-Time. UWNA offers paid holidays, vacation, sick leave, medical insurance, and other benefits.

**Application Process: The position is open until filled. To apply, please email a letter of interest and resume or vitae to [uwna@nazunitedway.org](mailto:uwna@nazunitedway.org), addressing it to the UWNA Recruitment Team. Include the job title in the subject line. Review of applications will begin Monday, October 14, 2024. Thank you for your interest!**