

Coalition for Refugees from Burma

Position Title: Youth Program Manager

Status: Full-Time (40 hrs/week)

Compensation: \$40,000 - \$50,000 annual salary, DOE

Benefits: Health Benefits, Paid Holidays, Vacation and Sick Leave



Background: The Coalition for Refugees from Burma (CRB)'s mission is to promote the self-sufficiency of immigrants and refugees by helping them access educational opportunities while preserving traditional customs. Since 2009, CRB has acted as a bridge between newcomer communities, educational institutions, and community resources to identify and fill the gaps of educational inequity. CRB has built a reputation of providing high-quality, accessible, and engaging educational programs that support diverse, multi-ethnic refugee and immigrant communities, from cradle to career.

Racial Equity: Our overarching strategy for racial equity is to listen, learn, and partner with communities we serve. Equity is woven throughout our work in the following ways: 1) CRB was founded as an ethnic community-based organization, for and by individuals with the knowledge of language and cultural considerations of communities. 2) CRB staff has over 11 years of experience working directly with new communities, and they are trained on topics such as: structural racism and working with those who experienced trauma.

Scope of Work: For 10 consecutive years, CRB has partnered with School Districts to provide services to ensure ELL (English Language Learner) and refugee youth are successful in school and beyond. To do so, CRB provides a variety of educational support programming for students, their families, and school personnel. Programming includes: educational workshops for parents focused on navigating and engaging with the school system, workshops for youth focusing on the transition to college, direct mentoring and tutoring for students, assistance at parent-teacher conferences, and other general support. CRB's Youth Education Program provides academic support to K-12 students from all over the world.

Brief Description: Reporting to CRB's Executive Director, the **Youth Program Manager (YPM)** will oversee all of CRB's Youth Education Program activities, staff, volunteers and students. CRB's Youth Education Program includes: after-school site based programs in Kent, WA; parent education support such as workshops throughout King County; and a youth advisory committee designing and delivering advocacy and service projects in support of systems change for newcomer communities. The **YPM** will be responsible for new program development, writing and submitting grant applications to fully fund and grow all Youth Education Programs, and managing all direct service and program administration staff. Duties include: communicating with funders and partner organizations, building new strategic partners, evaluating program impact and students' progress, developing systems and policies for CRB's Youth Education Programs.

Work Site

Work takes place at CRB's main office, located in Seattle's International District, programming office in downtown Kent, WA, and program sites throughout King County.

Supervisor

Mona T. Han, Executive Director

Essential Job Functions:

Program Management and Development (30%)

- Working with CRB's Executive Director, and Program Coordinators to plan and design all youth program activities, including student mentoring and tutoring programs, academic enrichment activities, and advocacy projects.
- Maintain a safe, enriching positive learning environment for recently arrived youth and families, such as ensuring all program materials are available and maintained.
- Identify and create high quality curriculum, lessons, and supplemental activities in a manner that actively engages students and families.
- Regularly consult community members to ensure programs are fulfilling current community needs and implement changes as needed to make programming relevant, engaging, and impactful.
- Design and implement systems to evaluate the effectiveness of programs and progress of youth and parent outcomes.
- Ensure compliance with all funder requirements for Youth Education Program, including grant reporting, invoicing, contract monitoring, maintaining files, tracking data and enrollment numbers.
- Develop and maintain Youth Education Program policies and procedures.

Staff Development and Management (30%)

- Manage all direct service and program coordination staff.
- Regularly communicate with staff members including: weekly meetings with CRB's Executive Director, weekly all staff meetings, weekly Youth Education Program Meetings, weekly client focused case management meetings, and other meetings as needed.
- Attend trainings, community meetings, and conferences to develop and create staff trainings and find opportunities to build core competencies of staff.
- Evaluation of staff performance, providing training and recommending professional development opportunities
- Develop and maintain Staff Development and Management policies and procedures.

Fund Development & Contract Management (30%)

- Actively research new funding opportunities for CRB, private foundations, small giving campaigns, in-kind donations, etc.
- Assist the Executive Director in tracking in-kind, volunteer, and monetary contributions.
- Regularly write and submit new grant proposals to possible funders.
- Build new systems for tracking Youth Education Program fundraising efforts.
- Manage funded grants and contracts, billing, and invoicing on time.

Other (10%)

- Lead effort to support advocacy initiatives, led by the Refugee and Immigrant Youth Advisory Council (RIYAC) and support projects to complete successfully.
- Manage partnerships that support advocacy for the communities CRB serves.
- Lead effort to draft and finalize program reports at the mid-term and conclusion of the school year.
- Abide by all of CRB's established protocols, codes of conduct and procedures.
- Other projects and duties as assigned by the Executive Director.

Qualifications

- *Education –*
 - Bachelor's degree in education, communications, public administration, English, or a related field required. Advanced degree preferred.
- *Experience –*
 - At least 2 years working experience with youth and coordinating youth development programs.
 - Prior grant writing experience desired.
 - Project and non-profit contract management experience desired.
 - Prior experience working with immigrant or refugee communities.
- *Knowledge, skills, and dispositions –*
 - Bilingual proficiency in Burmese, Karen, Arabic, Dari, Farsi, Spanish, or Somali languages strongly preferred.
 - Basic knowledge of non-profit fundraising techniques and strategies.
 - Strong written communication skills; ability to write clear, well researched, and persuasive proposals.
 - Strong editing skills.
 - Strong verbal and cross-cultural communication skills.
 - Exceptional organizational skills with the ability to multi-task and pay attention to details.
 - Demonstrated ability to collaborate on a team.
 - Exhibited ability to work effectively on projects with goals and deadlines.
 - Must be responsible and accountable.
 - Enthusiastic about education and interested in refugee and immigrant issues.
 - Friendly and outgoing personality.
 - Comfort and interest in working with refugee youth from a variety of backgrounds, including those with limited English literacy skills.
 - Must have some evening and weekend availability.
- Must have driver's license.
- Must have reliable transportation.

Application Process

To apply for this position, please send resume and cover letter (statement of interest) to monahan@allburmarefugees.org. Applicants must pass a state and national background check.