



Project Manager – Washington State Becca Task Force and Youth Advisory Council

POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington’s juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ’s results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ succeeded in driving positive systems change for more than a decade under Justice Bridge’s (ret.) leadership. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile Logvin in late 2018.

CCYJ seeks a Project Manager to lead a dynamic team responsible for our initiatives that touch on Washington’s status offense and family reconciliation systems, the “Becca Laws.” This position also breaks new ground for CCYJ by leading the development and implementation of CCYJ’s Youth Advisory Council. We seek a Project Manager who is excited to help change lives by amplifying the voices of youth and young adults and changing the systems of juvenile justice and child welfare that inform the futures of so many of our children. Our passionate staff is deeply committed to the youth for whom we advocate.

The Project Manager is responsible for staffing the Washington State Becca Task Force, a statewide, voluntary association that supports schools, courts, and service providers in carrying out the intent and goals of the mandatory attendance and at-risk youth laws, the “Becca Laws.” This position also is responsible for the development and implementation of CCYJ’s Youth Advisory Council, a new initiative that responds to the need to listen intently to and to amplify the voices of youth and young adults who have lived experience in our juvenile justice and/or child welfare systems. Our goal is to create a forum for the inclusion of authentic youth voice in the development, implementation, and evaluation of practices and policies, both organizational and on a state level, that impact youth. The Becca Task Force and Youth Advisory Council Project Manager plays a key role in ensuring that CCYJ fulfills its mission. This is a full-time position.

CCYJ’S CULTURE EMBRACES

- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community
- CCYJ operates with an innovative and leading-edge mindset
- CCYJ is purpose driven and laser sharp in the fulfillment of our mission
- CCYJ embraces a growth mindset; our development is essential to expand and grow our organization
- CCYJ produces results, not reasons
- Anything is possible

- Everyone has something to contribute
- Everything happens out of your relationship with other people
- Great ideas come from anyone at any time
- People up to big things are going to make big mistakes. We own them, learn from them, and move on
- Transparency is essential to a highly functioning organization
- A diverse, fully self-expressed workforce

REPORTING RELATIONSHIP

Reports to: Director of Programs

SUPERVISION EXERCISED

The Project Manager supervises and provides direction to assigned project coordinators and assistants (typically 1-2).

FLSA STATUS

This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift over time.

- Manages the day-to-day work of the Washington State Becca Task Force and Youth Advisory Council initiatives. Participates in other related initiatives focused on improving our state's response to youth and families in crisis.
 - Washington State Becca Task Force:
 - Stays current on laws, policies, research, and best practices to meet the needs and ensure success of youth and families in crisis, including youth and families with truancy, At-Risk-Youth (ARY), and Child In Need of Services (CHINS) petitions.
 - Strategizes and coordinates efforts among Task Force members to promote the intent, goals, and outcomes of the Washington State Becca Laws.
 - Supports efforts to ensure that adequate funding, accountability mechanisms, and efficient and effective processes for carrying out the intent and goals of the Becca Laws are in place.
 - Plans and facilitates monthly Task Force meetings.
 - Plans and coordinates annual Washington State Becca Conference.
 - CCYJ's Youth Advisory Council:
 - Coordinates planning, development, and implementation of a sustained CCYJ Youth Advisory Council.
 - Uses best practices to identify, recruit, engage, support, retain, and develop Youth Advisory Council members with experience in the juvenile justice, child welfare, and/or homelessness systems to ensure successful participation on the Advisory Council and successful transition to civic engagement following the Advisory Council experience.

- Plans and facilitates trainings for CCYJ staff, leadership, and Youth Advisory Council members to support the development and implementation of a sustained Youth Advisory Council.
 - Coordinates and partners with CCYJ staff, leadership, and Youth Advisory Council members to identify policies, practices, and projects for Youth Advisory Council members to engage with and impact.
 - Plans and facilitates regular Youth Advisory Council meetings.
 - Maintains relationships with Youth Advisory Council members, past and present.
 - Seeks out and integrates regular feedback from Youth Advisory Council members to continually improve the Youth Advisory Council experience.
- Responsible for defining, planning, initiating, overseeing, monitoring, evaluating, and leading the development and implementation of assigned projects, and projects' work flow, to deadlines/completion.
 - Maintains broad overview of assigned projects, including knowledge of the progress of fundraising.
 - Delegates tasks and portions of the projects to the project coordinators, project assistants, and/or other members of the project teams, as appropriate.
 - Has fiscal responsibility for assigned projects, including development and oversight of the project budgets and regular monitoring and reporting.
 - Responsible for contract management, procurement management, risk management, scope and change management, communications management, documentation management, and outcome goal/metric management for assigned projects.
 - Ensures quality of contracted services, as appropriate.
 - Ensures quality of project related communications and reports to external partners and organizational leadership.
 - Coordinates process and outcome evaluation(s) with an eye towards continual quality improvement.
 - Responsible for conducting trainings, making speeches and presentations, providing public testimony or commentary, hosting conferences, and drafting documents/articles for publication, as applicable.
 - Coaches, mentors, motivates, and supervises project teams. Addresses issues related to project team members' fulfilling project responsibilities.

Other duties as assigned.

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Experience

- Demonstrated increasingly responsible experience (typically more than 5 years) in public health, public affairs, social work, criminal/juvenile justice systems, court administration, law, youth development, violence prevention, or other fields relevant to the requirements of the position. Equivalent combination of education and work experience in law, public health, public affairs, public policy, social work, criminal justice systems, court administration, education, or other relevant field may meet this requirement.
- Knowledge and credibility in the fields of juvenile justice, child welfare, homelessness, community engagement, education, and/or positive youth development.
- Project management, policy development, and policy reform experience desirable.
- Experience working directly with youth and young adults to promote positive youth development desirable.

Skills and Abilities

- Demonstrated track record in developing, communicating, implementing, and adapting a strategy in a constantly changing environment.
- Ability to listen to others and communicate honestly, responsibly and professionally; in writing, verbally, and electronically.
- Entrepreneurial.
- Commitment to impeccability and integrity.
- Technologically savvy and knowledgeable including but not limited to Microsoft Office Suite and Google apps.

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

COMPENSATION

Competitive salary commensurate with skills and experience. The salary range is \$60,000-\$72,000. CCYJ offers a benefits package that includes Medical/Vision/Dental, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay, and Floating Holiday Pay.

TO APPLY

Please submit a cover letter, resume, and contact information to jobs@CCYJ.org.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.