



Program Manager – Girls Court & To Honor and Serve

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, conducts research, 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 Program Manager to drive the development, implementation, evaluation, and expansion of our Girls Court Pilot Program. The Program Manager also oversees To Honor and Serve, including our needs assessment and research efforts to vision and plan for a future initiative addressing the particular needs and resiliencies of young people in military families. Our passionate staff is deeply committed to the young people for whom we advocate. The Girls Court & To Honor and Service Program Manager plays a key role in ensuring that CCYJ fulfills its mission.

CCYJ’s Girls Court Program is Washington’s first court-led intervention model for girls, based on best practices and research, driven by local data and rooted in gender-responsive principles. Girls Court is the vehicle to bring research and practice together, and to ensure that girls in our state’s youth justice system receive services designed to empower them to reach their full potential.

To Honor and Serve is an initiative to identify and address the needs of young people in military families who are involved in the juvenile justice and child welfare systems. Young people in military families have high incidences of adverse childhood experiences (ACEs). Research also suggests that young teens in military families are charged with juvenile status offenses (e.g. truancy, curfew violation, and underage drinking) at a higher rate than their civilian peers. These behavioral risk factors have been connected to increased risk of criminal misconduct and entry into the juvenile justice and child welfare system. Newer research reveals that military families from more recent wars face an increasing prevalence of child maltreatment, domestic violence, and behavioral health problems, also resulting in increased child welfare involvement. We need to know more.

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

None at this time. Program Managers may supervise and provide direction to the program teams, including assigned program 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 Girls Court and To Honor and Serve initiatives. Including:

Girls Court

- Provides oversight of pilot program development and expansion, including strategic planning and visioning for the Girls Court model program.
- Builds and maintains strong relationships with pilot site partners, including judges, juvenile court administrators, court staff, service providers, and evaluators.
- Manages program implementation, development of program protocols and materials, drafting of documents including contracts, MOUs, data sharing agreements, etc., as needed.
- Organizes trainings for Girls Court pilot jurisdiction(s)/partners.
- Oversees the evaluation of the program, serving as an intermediary between the evaluator and pilot jurisdiction(s).
- Oversees Girls Court Advisory Committee, including staffing and facilitation, meeting topic selection, and identification of new Committee members or advisory needs.

To Honor and Serve

- Provides oversight of research and design phase, including strategic planning and visioning for the To Honor and Serve model program and development of a final program strategy.
 - Updating a comprehensive literature review, including available sources of qualitative and quantitative data.
 - Planning and conducting key informant interviews, surveys, and focus groups.
 - Designing, implementing, and analyzing findings from literature review, available data, interviews, surveys, and focus groups.
 - Drafting a report summarizing findings and conclusions.
 - Making recommendations for the development of a pilot program, including recommendations for data collection and evaluation.
 - Planning and conducting statewide summit to vet final recommendations.
- Coordinates the creation and sustained staffing of a program Advisory Committee.
- Implements, in partnership with the CCYJ Leadership Team, the design and the fulfillment of the model program scope, goals, and implementation project plan, as applicable.

Program Management

- 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.
- Activates program specific fundraising efforts, drafting development and communications related materials including grant applications, reports, and promotional materials.
- 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, develops, and supervises project teams, as applicable. Addresses issues related to project team members' fulfilling project responsibilities, as applicable.

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, positive youth development and/or gender and women’s studies.
- Knowledge and credibility in the field of gender responsive programming.
- Knowledge and credibility with military structures, processes, and communities desirable.
- Program development, implementation and management; program evaluation; policy development; and policy reform experience desirable.
- Experience with qualitative and quantitative research methods 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.