



Associate Director of Innovation

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 has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile in late 2018.

Our passionate staff is deeply committed to the youth for whom we advocate. CCYJ seeks an Associate Director who will use a race equity lens to support the development, implementation and ongoing management of four portfolios of work: Strengthening Early Relationships, Girls Court, Project Respect, and the eQuality Project. These portfolios operate to improve our state systems to better support infants and very young children, LGBTQ+ youth, and justice system involved girls and to combat child sex trafficking. For more information about our programs, visit ccyj.org. This is a full-time position.

CCYJ’s offices are located in Seattle, Washington.

In consideration of employee health and safety during the COVID-19 pandemic, this position will be set up to work remotely until CCYJ’s office reopens, at a date to be determined.

CCYJ’S CULTURE EMBRACES

- We are committed to a diverse, fully self-expressed workforce, representing the communities in which we serve.
- We are committed to examining our own internal structures, policies, and culture, identifying and eliminating those aspects that promulgate racism
- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community.
- We operate with an innovative and leading-edge mindset.
- We are purpose driven and laser sharp in the fulfillment of our mission.
- Our staff embraces a growth mindset; our development is essential to expand and grow our impact for children and youth in WA.
- We produce results, not reasons.
- We (believe) anything is possible.
- We believe everyone has something to contribute.
- We believe everything happens out of your relationship with other people.

- We are grounded in the premise that great ideas can come from anyone at any time.
- We believe people up to big things are going to make big mistakes. We own them, learn from them, and move on.
- We believe transparency is essential to a highly functioning organization.

REPORTING RELATIONSHIP

Reports to: Director of Innovation

SUPERVISION EXERCISED

Initially, this position will supervise and provide direction to two Program Coordinators. In the future, this position may supervise additional team members, including Program Managers, additional Program Coordinators, Program Assistants, and/or agency Interns.

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.

Programmatic Oversight and Leadership

- Engage, elevate, and amplify the voices of people most impacted by our state systems and systemic/structural racism, keeping their voices and perspectives at the forefront of all policy, strategy, and program work.
- Develop and maintain in-depth knowledge of program objectives and day-to-day operations of the various portfolios.
- Support the development, implementation, and integration of program strategy and vision across programs, portfolios, and departments.
- Support fundraising, budgeting, and overall financial oversight for assigned portfolios of work.
- Support strategic oversight related to contract management, procurement management, risk management, scope and change management, communications management, documentation management, and outcome goals and metric management for assigned portfolios of work.
- Continually work to integrate the assigned portfolios of work, within the program team and across CCYJ as a whole.
- Drive programs' work flow to completion, meeting deadlines and milestones.
- Delegate tasks and portions of the programs to program managers, program coordinators, program assistants, and/or other members of the program teams, as appropriate.
- Coach, mentor, and motivate assigned program staff.
- Supervise the day-to-day activities of assigned program staff, ensuring roles and responsibilities are clear, setting and managing workflow and deadlines. Address issues related to staff members' fulfilling

responsibilities.

- Build and maintain strong relationships with partners across a variety of professions and those with lived experience, including judges, juvenile court administrators, court staff, service providers, non-profit organizations, and evaluators.
- Collaborate with external stakeholders at partner agencies and across Washington State by developing and managing relationships and participating in task forces, workgroups, and external convenings as needed.
- Support existing, new, and emerging projects sites by managing the network of communities CCYJ supports, maintaining communication with a variety of stakeholders, and ensuring the resource development, training and technical assistance needs of project sites are met.
- Collaborate with the Director and Monitoring and Evaluation Specialist to support the evaluation of assigned programs and portfolios of work, including, as applicable, hiring and managing independent evaluators, developing process and outcome evaluation metrics, developing data collection protocols and processes, and communicating evaluation results to stakeholders.
- Oversee the planning and coordination of program specific trainings and statewide conferences.
- Oversee and ensure the quality of contracted services as appropriate.
- Oversee and ensure the quality of program related communications and reports to external partners, in partnership with the Director, Monitoring and Evaluation Specialist, and Leadership Team.
- May also be responsible for learning or facilitating meetings and workgroups, conducting training sessions, making speeches and presentations, providing public testimony or commentary, hosting conferences, and/or drafting documents and articles for publication, as applicable.

Other

- Other duties as assigned.

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Experience and Knowledge

- Knowledge and credibility in the fields of juvenile justice, child welfare, child development, homelessness, gender responsive programming, community engagement, education, positive youth development and/or gender and women's studies.
- Demonstrated increasingly responsible experience (typically more than 6 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.
- Program development, implementation, management, and evaluation experience (typically more than 4 years).
- Experience working across multiple programs and projects, managing a variety of responsibilities and tasks, and balancing priorities and workflow (typically more than 2 years).
- Supervisory experience (typically more than 2 years).
- Experience with qualitative and quantitative research methods and data collection is desirable.
- Policy development and policy reform experience is 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 starting salary range is \$65,000-\$85,000 annually. 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.