



## Program Manager – Impact

### POSITION SUMMARY

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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 a Program Manager to use a race equity and anti-racist lens to organize and manage aspects of CCYJ’s programming. This position manages the Washington State Becca Task Force, a voluntary statewide entity that works to support and educate the community, schools, and courts on best practices and ways to engage youth and families in crisis; and CCYJ’s Leadership, Intervention, & Change- LINC program which coordinates services for young people impacted by group/gang violence and addresses the needs of families and youth in crisis. LINC’s coordinated approach is based on strategies of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Comprehensive Gang Model. This is a full-time position.

CCYJ’s offices are located in Seattle, Washington. *In consideration of employee health and safety during COVID-19, this position will be set up to work remotely (from Washington State) until CCYJ’s office reopens, at a date to be determined.*

### CCYJ’S CULTURE EMBRACES

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- 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**

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Reports to: Director of Impact

## **SUPERVISION EXERCISED**

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None at this time. In the future, this position may supervise and/or provide direction to Interns, Assistants, and/or Coordinators.

## **FLSA STATUS**

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This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay. This position is recognized as the specialist/manager for assigned projects or functional areas and exercises independent judgment on a variety of issues affecting CCYJ.

## **ESSENTIAL FUNCTIONS**

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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.

### **Content Knowledge and Expertise**

- Develops and maintains in-depth knowledge of local, state, and national laws, policies, research, and best practices to meet the needs and to ensure the 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 (Washington State's "Becca Laws").
- Develops and maintains knowledge of state and local legislative processes.
- Develops and maintains in-depth knowledge of the Office of Juvenile Justice & Delinquency Prevention (OJJDP) Comprehensive Gang Model (CGM) and other best practices in violence prevention and intervention and re-entry.
- Stays current on local, state, and federal laws and legislative proposals related to Washington's youth criminal legal system.

### **Relationship Building and Maintenance**

- Works cooperatively with and across CCYJ program and policy teams and departments (Monitoring & Evaluation, Mission Support, Philanthropy, Communications) to accomplish the implementation of a

comprehensive response to the program's initiatives by fulfilling established goals, objectives, and priorities for the program and the organization.

- Builds and maintains strong relationships in community and with external program partners and steering committee/task force members, including young people, parents, judges, juvenile court administrators, court staff, community service providers, faith leaders/communities, law enforcement, educators, and elected officials.

### **Programmatic Oversight and Leadership**

- Maintains in-depth knowledge of program goals and objectives.
- Works cooperatively with the program teams to accomplish the implementation of a comprehensive response to the programs' initiatives by fulfilling established goals, objectives, and priorities for the programs.
- Plans, initiates, oversees, monitors, evaluates, and leads the development and implementation of programs, and program workflow, to meet deadlines and completion.
- Manages day-to-day program activities that may include, but are not limited to, budget and financial oversight, administrative oversight, partner and external stakeholder communications, meeting scheduling, training coordination and participation, event planning and implementation, fundraising, program evaluation, and data management.
- Delegates tasks and portions of the program to the program coordinators, program assistants, and/or other members of the program teams, as appropriate.
- Actively participates in fundraising and securing revenue for portfolios.
- Supports the development of program budgets, including regular monitoring and reporting. Ensures programs are functioning within budget.
- Supports 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. Ensures quality of contracted services.
- Coaches, mentors, motivates, and supervises junior members of program teams. Addresses issues related to program team members' fulfilling responsibilities, as applicable.

### **Program Monitoring, Evaluation, and Communications**

- Produces high quality program related communications including newsletters, presentations, reports, articles for publication and grant applications and related grant reports, as needed.
- Prepares meeting materials, including meeting agendas, minutes, and handouts, as needed.
- Oversees and manages program related data as needed, including coordinating and monitoring ongoing data collection by project partners, conducting routine quality assurance audits, data entry, and developing routine data reports.
- Works collaboratively with CCYJ Monitoring & Evaluation Specialist, program partners, and independent evaluators to identify gaps in services and areas for improvement.
- Responsible for making speeches and presentations and providing public testimony or commentary on proposed legislation.
- Develops and maintains mastery of software programs and technological skills necessary to create professional appearing and effective electronic communications and webinars.

### **Meeting, Training, and Event/Conference Planning and Implementation**

- Responsible for planning, coordinating, and conducting meetings, trainings, and listening sessions.

- Manages the creation and delivery of webinars on program-related topics, including handouts to supplement webinars.
- Provides staffing, plans, and facilitates monthly steering committee, coalition, task force meetings, and trainings, including but not limited to developing annual program work plans and training/technical assistance plans; preparing or assembling meeting materials including agendas, minutes, handouts and scheduling speakers; producing monthly newsletters; and managing listservs/communication channels.
- Plans, coordinates, and implements annual conferences for program partners and professional groups including young people, caregivers, judges, attorneys, court and detention staff, probation counselors, social workers, elected officials, legislative staff, law enforcement officers, service providers, and other stakeholders on relevant topic areas.

### **Policy and Strategy**

- Manages efforts to ensure that adequate state and local funding, accountability mechanisms, and efficient and effective policies and processes for carrying out the intent and goals of the Becca Laws are in place.
- Participates in coalition work and represents CCYJ in coalitions and public policy advocacy spaces as appropriate.

### **Other Duties as Assigned**

## **QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

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### **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 fields may meet this requirement.
- Deep understanding of the concepts of institutional and structural racism and bias and their impact on BIPOC communities.
- Knowledge and credibility in the fields of juvenile justice, child welfare, homelessness, community engagement, education, and/or positive youth development.
- Demonstrated ability to or willingness to learn, develop, and participate in, the facilitation of trainings to and dialogues with diverse audiences, specifically racially, ethnically, geographically, and socioeconomically diverse communities with differing points of view.
- Demonstrated experience in, or willingness to learn, group facilitation techniques, collaborative team-based work, and leadership skills. Project management, public policy development, public policy reform, and legislative experience are highly desirable.
- Experience with qualitative and quantitative research methods and data collection is desirable.
- Ability to effectively navigate diverse and multidisciplinary spaces with cross sector partnerships, including ability to adapt presentation and communication styles to engage and serve diverse audiences.
- Lived experience in the child welfare, homelessness, and/or youth criminal legal system(s) desired.

### **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.

## COACHABILITY

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- 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

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- This position requires 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

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Competitive salary commensurate with skills and experience. The starting salary range is \$60,000-\$75,000. CCYJ offers a benefits package that includes Medical/Vision/Dental, Ancillary Benefits, Optional Employer Sponsored 401K, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay, and Floating Holiday Pay.

## TO APPLY

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Please submit a cover letter, resume, and contact information to [jobs@CCYJ.org](mailto: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.*