



## **ILP Assistant Manager**

### **Independent Living Program (ILP)**

#### **ORGANIZATION OVERVIEW**

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, productive lives. Since 2010 B:E has worked to develop, integrate and now disseminate a strength-based approach to services based on coaching principles and techniques. The resulting model: *Creative Connected Resourceful and Whole* (CCRW) ensures youth have support to build capacity, expand possibilities and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency and wellness.

#### **PROGRAM OVERVIEW**

Alameda County was one of the first counties in the state to develop an Independent Living Skills Program. In July 2016, after the transition of a provider in place for 20+ years, Beyond Emancipation became Alameda County's Independent Living Program Provider. The ILP program supports current foster youth ages 14-21, using our CCRW coaching model, to be better prepared to transition from foster care and to live healthy, productive and connected lives. Service modalities include 1:1 coaching and case management, educational workshops, ongoing groups and events. The program incorporates youth voice, as well as support and services from a wide variety of partners. Services are headquartered at Alameda County and B:E's current co-location in East Oakland with complementary services offered in South County.

#### **POSITION OVERVIEW**

The ILP Assistant Manager, will be responsible for supporting the ILP Manager in the day-to-day operations of the Independent Living Program (ILP). This includes supervision of general services, outreach, engagement, intake coordination, caseload assignments and planning and coordination of all ILP programming and community-building events.

This position will involve ensuring all youth entering ILP programming will understand all of the programs and services offered. The ILP Assistant Manager will work closely with the Program Assistant/Receptionist and direct services staff to ensure that clients are served in a welcoming and efficient manner.

In conjunction with the ILP Program Manager and direct services staff, the Assistant Manager, will participate in the planning of life skill building workshops, educational programming and events. This includes planning Halloween, Thanksgiving, and winter holiday parties, in addition to the ILP Graduation, a major annual event that celebrates student achievement with ILP staff. The Assistant Manager will collaborate with the ILP Manager to coordinate workshop series and other program offerings with outside partner organizations.



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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Core duties and responsibilities include the following. Other duties may be assigned.

- Day-to-day supervision of the ILP lobby area and general services delivery
- In conjunction with ILP Manager and program staff, create programming calendar
- Check eligibility for all youth ages 14-20 interested in ILP services
- Intake and caseload assignment/coordination with ILP Coaches
- Partner with ILP Manager, the County and the Program Coordinator, Education and Career to design and implement outreach and engagement in programming.
- In conjunction with the ILP Manager and direct services staff design and support life skills building workshops, activities and other programming that exposes foster youth to independent living and empowerment.
- Serve as Youth Advocate Program (YAP) Liaison
- Administrative duties as assigned to support ILP Manager; this includes administrative support to Manager with Alameda County
- Supervise Program Assistant /Receptionist and provide Worker of the Day (WOD) support
- Partner with ILP Manager and other ILP staff to create events reflective of the commitment to engage previously disconnected youth including LGBTQ youth, pregnant and parenting youth, commercially exploited youth and youth with mental health issues in ILP programming
- Create and disseminate current and relevant outreach and engagement information to interested clients of ILP and/or B:E regarding available programs and services
- Actively coordinate ongoing community activities such as movie nights, dinners, and field trips with ILP staff
- Collaborate with Program Coordinator, Education and Career and ILP staff to plan and execute Kick-Off Event and Orientation at the end of August annually to increase awareness of ILP and new program model
- Collaborate with ILP staff to plan and execute holiday parties, including Halloween, Thanksgiving, and Winter Holiday events
- Coordinate volunteer services for program events
- Coordinate all event logistics and manage ILP outreach and engagement coordination with Program Assistant/Receptionist
- Supervise and coordinate with event contractors
- Facilitate ILP event planning meetings in conjunction with County staff and youth advocates
- Other duties as assigned



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#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong commitment to ILP/B:E mission with an understanding of the challenges facing current foster youth ages 14-21;
- A Bachelor's Degree from an accredited college or university in a relevant field preferred
- 2-3 years of experience in mid to large scale event planning and marketing preferred;
- Strong computer skills and experience with basic graphic and/or web design
- Commitment to creativity and innovation;
- Exceptional communication skills;
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including youth, community-based organizations, government agencies and educational institutions; and
- Well-organized with a problem-solving and positive approach to work.

#### **SCHEDULE**

The Outreach Coordinator will collaborate with the ILP Manager to establish appropriate summer and school schedules. This position will occasionally require work on weekends.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include



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close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

#### **COMPENSATION**

This is a full time, salaried position. Your schedule will vary based on need and could extend into the early evening, with some weekend hours. Salary range is \$53,000-\$57,000. Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal days, as well as holidays. Voluntary vision and retirement plans are also available.

#### **EQUAL OPPORTUNITY**

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates with potential to be leaders in integrating our work and values to transform the lives of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.