



Housing Assistant Manager Job Description

Are you passionate about making an impact on the lives of foster youth in Oakland? And growing your housing program management experience by collaborating with a team committed to social justice? If so, Beyond Emancipation (B:E) is looking for you!

ABOUT B:E

B:E's mission is to support young people as they imagine and create their own life beyond foster care. Through B:E's innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first.
- **EQUITY:** We are committed to leveling the playing field.
- **TRANSFORMATION:** We are agents of change.
- **COMMUNITY:** We are in this together.
- **CONTINUOUS LEARNING:** We strive for excellence.

POSTITION OVERVIEW

B:E's Housing Division supports youth and their children 18-26, who have been emancipated from the foster care system by providing safe, community and host housing and supportive services. Additionally, the division provides follow up services to former residents to help them successfully establish self-sufficiency in the community. The Housing Assistant Manager supports with the supervision of 3 staff and an annual program budget over 1 million dollars. The Assistant Manager is also responsible for property management, ensuring that the community housing properties are safe and secure, and some additional direct service and administrative duties.

ESSENTIAL FUNCTIONS

Program Management

- Manage day-to-day operations of the Community and Host Housing Programs ensuring efficient administrative practices, program deliverables and youth outcomes are being met, and that staff are adequately supported in their roles.
- Oversee the property management function of the Community Houses by maintaining a safe



and clean property/home consistent with B:E and Community Care Licensing standards, and overseeing youth program participation (move-ins, move-outs, service delivery).

- Coordinating property maintenance, including on-call maintenance for emergencies, preventative maintenance and work order administration with outside vendors.
- Oversee the implementation of youth group meetings to build community within the housing program, and supports youth to achieve transition, wellness and stabilization goals.
- Strengthen youth outreach, engagement, retention, and outcomes.
- Ensure that housing services are provided from a strengths-based, youth-centered, trauma-informed, and culturally relevant perspective.
- Work with the Housing Manager and the Impact/Evaluation team to develop and implement systems to track participants and housing outcomes; and to actively use outcome data to build strong, evidenced based services. Produce reports as needed.
- Supervise 2 Community and 1 Host Housing program staff. May supervise 1 MSW intern.

General Support to Housing Division / Housing Manager

- Provide operational support to other B:E housing programs, including the Family Unification Program, the Foster Youth to Independence Program, and the Housing Navigation Program.
- Build collaborative partnerships with Alameda County's Social Services Agency, the Next Steps Collaborative (First Place, Abode, Fred Finch and Side by Side, Inc), and other public and community-based organizations to ensure coordinated, high-quality housing and services.
- Develop expertise around housing intake and eligibility and act as the first point of contact for youth and coaches.
- Collaborate with B:E Intake Coordinator to streamline housing referrals, intakes, and client connections to services.
- Build relationships with new and current property owners and potential leasing partners, who have an interest in or want to continue providing housing units for participants in programming.
- Become an internal and external ambassador for B:E services by supporting outreach, providing housing presentations and assisting with the communications sent out to introduce housing programming.

QUALIFICATIONS

- 4 or more years of related experience.
- Previous supervisory/leadership experience required.
- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus.
- Experience managing or supporting property management and facilities is a plus.
- Excellent written and oral communication skills are required.
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies and educational institutions.
- Must be well-organized, thorough, and have good attention to detail.



- Capacity to exercise good judgment and to work well in a pressured, fast-paced environment, and to set priorities in the presence of conflicting needs.
- Ability to work nontraditional business hours if needed.

COMPENSATION

This is a full time, exempt, salaried position. The starting salary range is \$61,000 - \$66,000. Benefits are generous, with 100% paid employee and 80% dependent medical care coverage. Dental coverage is 100% paid by B:E. Paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave, additional COVID-19 sick leave, 4 wellness days, as well as 13 holidays. Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care costs plans are also available.

HOW TO APPLY

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: hiring@beyondemancipation.org, with 'Housing Assistant Manager' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

EQUAL OPPORTUNITY

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

HYBRID WORK ENVIRONMENT

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Most staff work in-person 2-3 days per week. At times, this position requires possible evening, weekend, or on-call availability to fill in for staff or support with emergencies, if they arise.

COVID-19 SAFETY

B:E is committed to keeping staff and youth safe and promoting the health of our community. B:E complies with the county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention Plan.