



## Transitions (ILP) Manager

*Are you passionate about making an impact on the lives of foster youth in Oakland? And growing your expertise 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.

### **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 (ILP) Provider. The ILP program supports current foster youth ages 14-21 with becoming better prepared to transition from foster care and live healthy, productive, and connected lives. Service modalities include 1:1 coaching and case management, educational workshops, group outings, and events. The program incorporates youth voice, as well as support and services from a wide variety of partners. Services are headquartered in Oakland, serving Alameda County.

### **POSITION OVERVIEW**

This position offers a unique opportunity for a dynamic, experienced individual with youth development expertise and a proven track record in program management and facilitation. This position reports to the Transitions Program Director.

The Transitions (ILP) Manager will be responsible for supporting the Transitions Team with the day-to-day operations of the Independent Living Program (ILP). This includes: supervising the ILP Coordinator; developing and coordinating ILP curriculum, programming and events; and youth outreach and engagement in B:E programming. In conjunction with the Transitions Program Director, the Manager will oversee B:E's program calendar and life skills workshops curriculum. The Manager will also develop partnerships and relationships with outside providers to enhance support services for ILP youth.

## **ESSENTIAL FUNCTIONS**

### **Program Planning and Management**

- Manage programs and services (including distance learning), implementing youth development and outreach strategies to increase engagement and strengthen outcomes
- In conjunction with the Transitions Team, create B:E's programming calendar and life skills building workshops, activities, and other programming that exposes foster youth to independent living and empowerment
- Hire, orient, train, motivate, coach, and develop ILP staff (1-2 staff) and support their individual and team professional development. Support staff to set, track and meet meaningful and achievable goals and comply with contract and reporting requirements.
- Partner with the Transitions Program Director to track youth and program outcomes and to use outcome data to build strong, youth friendly, culturally relevant programming
- Support program data, evaluation, and monthly/quarterly reporting as needed
- Identify potential external partners and establish relationships with outside providers that increase support services and opportunities for ILP youth
- Order programming supplies, process workshop stipends, and perform other administrative tasks as assigned by the Transitions Program Director
- Serve as the Manager of the Day (MOD) as needed – the onsite point of contact whenever a manager is requested or needed

### **Workshops, Curriculum Development and Delivery**

- Design, implement and evaluate learning experiences, using learning design methodologies and frameworks, for transitional aged youth
- Serve as instructor or facilitator for specific training(s)
- Measure success of learning programs and make adjustments based on evaluation results, feedback from the learners, and progress toward outcomes.
- Collaborate with Strategic Initiatives and Impact team to plan, recommend, and develop new or improved activities and ensure high-quality service to all participants in the program
- Develop a syllabus of workshops for participants to attend ranging from a wide variety of topics connected to workforce development, financial literacy, and other life skills
- Identify and seek out guest speakers to facilitate additional workshops, career panels, etc.
- Work with Data and Impact team to develop metrics of success for participants and learning plans to assess job readiness skills and growth
- Partner with Transitions Program Director and other program 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 challenges in ILP programming

- Collaborate with program staff to plan and execute community activities and program holiday events, managing all event logistics, communications and outreach efforts
- Collaborate with 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
- Coordinate transportation of youth to and from events (may use county van as needed)

## **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 and former foster youth ages 14-26
- Bachelor's Degree from an accredited college or university in a relevant field preferred
- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus
- Workshop curriculum development experience preferred
- Experience developing and facilitating engaging workshops for youth
- Demonstrated ability to work well independently, as a member of a team, and with a wide variety of stakeholders, including youth, community-based organizations, government agencies and educational institutions
- Experience working with transition age youth or similar populations, including youth from county dependency and probation systems
- 4 years of relevant experience
- Experience managing youth development programs
- Mid-to-large scale event planning experience
- Experience directly supervising staff
- Well-organized with a problem-solving and positive approach to work
- Must have a valid driver's license

## **COMPENSATION**

This is a full time, exempt, salaried position. The starting salary range is \$73,150.00 to \$83,150.00 per year. 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, 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](mailto:hiring@beyondemancipation.org), with "Transitions (ILP) 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. Some B:E staff work in-person almost every day, and some work from home almost every day. Most staff work in-person 2-3 days per week.

### **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.