



## Program Manager

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

### POSITION OVERVIEW

B:E's Program Division supports parents and children, and single youth 18-24, who have been emancipated from the foster care system by providing coaching and case management services to help them successfully establish self-sufficiency. This role oversees 2 distinct yet interrelated housing programs to ensure successful implementation that aligns with contract deliverables. The Program Manager supports with the supervision of assigned staff members within the program team and offers a unique leadership opportunity for a dynamic, experienced individual with a proven track record in youth program coordination, staff team building and professional development. This full-time role reports to B:E's Director of Program Operations.

### ESSENTIAL FUNCTIONS

#### Program Management

- Manage day-to-day operations of various housing programs, ensuring efficient administrative practices, program deliverables and youth outcomes are being met, and that staff are adequately supported in their roles.
- Ensure that services are provided from a strengths-based, youth-centered, trauma-informed, and culturally relevant perspective.
- Strengthen youth outreach, engagement, retention, and outcomes.
- Seek out, honor, and promote the voice of foster youth, and probation youth in developing, delivering, and improving services.
- Partner with the Director of Program Operations and Director of Impact and Learning 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 and support program staff members in the development of their professional development goals.



- Support in the hiring, orienting, training, coaching, and development of program staff. Support staff to set, track and meet meaningful and achievable goals and comply with contract and reporting requirements.
- Actively integrate coaching into the culture and services of the housing programs. Support housing staff with coach supervision and development to ensure that coaches are implementing B:E's coaching techniques and case management in their work.
- Support staff to navigate crises and emergencies by modeling and coaching around de-escalation and crisis intervention techniques.

### **Partnership Development**

- Build collaborative partnerships with Alameda County's Social Services Agency, the THP+ Provider Collective (First Place, Abode, Rising Oaks, Unity Care, and Side by Side), and other public and community-based organizations to ensure coordinated, high-quality housing and services.
- Develop expertise around housing intake and eligibility and coordinate the intake process to streamline housing referrals, intakes, and client connections to services.
- Become an internal and external ambassador for B:E housing services by supporting outreach, providing housing presentations and assisting with the communications sent out to introduce housing programming.
- Represent B:E housing programs at various networks, community conversations and forums.
- Stay up to date on local and state-wide housing initiatives and educate the organization so that we can ensure best practices.
- Seek out, honor, and promote feedback and input from individuals and organizations that support foster youth in developing, delivering, and improving services.

While this description accounts for most of what an individual might encounter while performing the essential duties of this position, other related tasks and responsibilities may be assigned as needed.

### **QUALIFICATIONS**

- Strong commitment to B:E's mission with professional and/or lived experience of the challenges facing foster and probation youth ages 18-24.
- 5 or more years of relevant experience in program management, program coordination, and/or youth development program delivery, ideally providing direct services to foster youth or similar populations who have experienced instability and trauma.
- Previous supervisory/leadership experience preferred.
- Experience integrating program evaluation and data collection into program development and service delivery.
- Ability to perform stated functions with minimal supervision
- Ability to look at challenges with a critical thinking and problem-solving lens.
- A high level of self-awareness, cultural competence, and emotional intelligence; a leader who sees value in every person and communicates respect and encouragement to people at all levels.
- 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.

- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus.

## **COMPENSATION**

This is a full time, exempt, salaried position. The starting salary range is \$73,150 to \$80,650. 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: [hr@beyondemancipation.org](mailto:hr@beyondemancipation.org), with **Program 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.

## **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.