



Job Title: Program Manager
Department: Employment Services
Reports To: Program Director
FLSA Status: Exempt, Full-Time
Salary Range: \$40,000-\$54,990

Basic Function:

Provide management of two or more programs in the areas of operations, reporting, evaluation, staff supervision, team building, personnel administration, public relations, and administrative operations. Programs include but are not limited to: Workforce Investment Act Youth Program serving Out-Of-School Youth, Educational Pathways & Vocational Opportunities LA County Youth Jobs, and CSBG funded Employment and Employment Support Services. See program manuals and funding source Scope of Work or contract documents for more specific program information. In addition, the Program Manager is a member of the Leadership Team and as such provides support and assistance to the Program Director for the department and the agency as a whole.

Responsibilities:

1. Provides supervision to direct service staff who implement the day-to-day program activities;
2. Monitor progress toward and ensure accomplishment of program goals and outcomes;
3. Comply with Quality Assurance plans and implement appropriate evaluation activities;
4. Ensure that documentation is accurate, up-to-date, and complete;
5. Ensure that accurate and timely reports are submitted as required by AYC and the funding source;
6. Work with the Program Director to develop and utilize budgets for programs;
7. Help coordinate in public relations and community outreach activities for programs;
8. Represent AYC at community collaborative and outside meetings as assigned;
9. Attend and facilitate trainings and meetings as assigned; and
10. Other related duties as assigned by the Program Director or as identified in program manuals or funding source contracts.

Required Education & Training:

1. Bachelors Degree in Criminal Justice, Social Work, Education or equivalent experience;
2. At least 2 years of related working experience with high-risk, at-risk, probation, foster care, and/or low-income youth and/or parents;
3. Ability to motivate, lead, and team build with staff;
4. Experience working with diverse communities;
5. Excellent verbal and written communication skills and attention to detail in documentation;
6. Computer literate; and
7. Must have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance.

Preferred Education & Training:

1. Masters Degree in Social Work, Public Administration, Criminal Justice, or related field;
2. Experience with workforce program outcome evaluation procedures, analysis, and reporting; and
3. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish.

Please send a cover letter and resume along with 3 references to careers@asianyouthcenter.org.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.