



**Cincinnati Youth Collaborative**

## **Community Program Manager**

**Position Title:** Community Program Manager

**Background:** The Community Program Manager leads the Community Mentoring Program and works directly with community partners and other nonprofit organizations in providing mentoring services to youth. The Community Program Manager oversees the development and implementation of youth mentoring programs in classroom and community group settings and may include one-to-one matching of youth with volunteer mentors. The Community Program Manager works in collaboration with other CYC team members to ensure efficient communication, program quality and performance related to recruiting, matching, monitoring and closing relationships with the mentor and mentee throughout the calendar year.

**Reports to:** Director of Corporate & Community Engagement

### **Programming**

- Develop innovative, fun, high quality career-based mentoring programs that provide meaningful mentorship and exposure to various careers.
- Work in collaboration with community liaisons to determine desired outcomes and goals of the overall programs and activities
- Work with community liaisons in the planning, coordinating and implementing the program events.
- Work with community liaisons to develop curriculum and lesson plans for day of activities
- Maintain consistent communication with community liaisons, mentors, mentees & relevant CYC team members based on program requirements
- Coordinate with CYC team members to ensure quality program delivery
- Facilitate and lead program events. Support volunteers who are facilitating and presenting during program events when necessary
- Secure, confirm & coordinate with guest speakers and presenters per programming needs
- Ensure adherence to program policies and other requirements

### **Logistics**

- Coordinate all the logistics to successfully deliver programs

- Manage budget for the programs and adhere to the expenditure process
- Secure and confirm venues and food for the program events
- Coordinate transportation logistics including working with vendors and staff and volunteers to chaperone students being transported
- Ensure adequate materials & supplies needed for each programming event are provided and delivered to each venue per programming needs (agendas, name cards, tablecloths, microphones, center pieces, etc.)
- Coordinate with vendor liaison on all details including parking and special information to be shared with staff, mentors and mentees

### Recruiting

- Coordinate with the community liaisons and CYC team on the desired demographics of the participants (grade, target school(s) etc.)
- Work with organization staff to identify & recruit students who qualify and will benefit from a mentoring relationship with a caring adult and participation in the program

### Matching

- Gather information on the community volunteers and students to best determine the mentor/mentee matches within each program.
- Provide ongoing monitoring and support for mentor-mentee relationships
- Maintain consistent communication with community liaisons, mentors, mentees, parents and relevant CYC team members to ensure provide a high-quality experience
- Work in collaboration with relevant CYC team members to develop and ensure annual mentee satisfaction surveys are completed to evaluate program success

### General

- Attend assigned meetings and consult with immediate supervisor regularly
- Attend CYC sponsored/required training and in-service sessions as scheduled
- Keep apprised of best practices related to the mentoring field
- Adhere to professional standards of confidentiality
- Attend all mandatory CYC staff meetings and events
- Perform other duties as necessary

### **Knowledge, Skills and Experience:**

- Bachelor's Degree (or equivalent combination of education and experience) in social services, mentoring or youth related programs; experience working with at-risk youth.
- Experience with mentoring programs preferred.
- Human relations, leadership, communication, and program management experience.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in various settings, including those from low-income and/or urban backgrounds.

- Strong background with Microsoft Office Suite, Outlook and other applications and other applications.

**Starting Salary Range**

\$50,000 - \$57,000 per year

**Email Resume for Consideration:**

[HR@cycyouth.org](mailto:HR@cycyouth.org)