



## Program Director Job Description

**Empower Youth Network** inspires and promotes youth to lead safe, healthy, and successful lives. Youth Development is a strategic priority for the Empower Youth Network, and the elements that are part of our Youth Development Program have been carefully selected to increase youths' attachment to the community and to provide youth with the tools they need to be successful, healthy citizens. These programs include mentoring, suicide prevention, substance use prevention, and career path exploration. We as an organization care deeply about diversity and inclusion, and we are seeking to diversify our team to better serve the Snoqualmie Valley community.

### Position Overview:

The Program Director will oversee and direct EYN's Youth Development programs including Youth Leadership, Pathways to Employment Success, Youth Suicide and Substance Abuse Prevention, Youth Success! Mentoring, Timely Response to Adverse Community Events (TRACE), and Weekend Power Packs.

### Essential Functions:

Program Management and Direction (approx. 85%)

- Provide leadership and oversight for EYN's youth development programs.
- Hire, train, and be a motivating mentor to staff.
- Create and nurture effective communication within the organization.
- Initiate and set goals for programs based on the organization's strategic objectives.
- Develop and approve operations and budgets in collaboration with the Executive Director.
- Develop relationships with school administrators and counselors, PTAs and community-based organizations.
- Complete other duties and activities as needed.
- Ensure program quality by participating in assessment and evaluation
- Led the annual review process for program managers and coordinators.

Financial Development and Budget Management (approx. 15%)

- Develop annual program budget and track all expenses and income to ensure budget balances.
- Build relationships with local and regional businesses for in-kind or corporate sponsorship.
- Collaborate in grant-writing and reporting for all EYN youth programs.
- Nurture and maintain relationships with key individual donors.
- Participate in annual fundraising events and campaigns.

**Required Qualifications:**

- 3 years of experience managing programs.
- Significant experience in hiring, training, leading, and managing staff.
- Solid communication skills, including the ability to effectively collaborate with staff and to present at public speaking opportunities.
- Strong organizational and time management skills, including rigorous attention to detail.
- Ability to think strategically and with vision, and to formulate and execute plans efficiently and effectively.
- Passion for and deep commitment to our mission of developing programs that support youth and their families.
- Ability to work flexible hours occasionally, including evenings and weekends
- Be resourceful and willing to take initiative.
- Demonstrated ability to build positive relationships in multiple contexts.
- Effective interpersonal skills, including showing empathy, listening, effective conflict resolution, humor, and flexibility.
- Commitment to promotion of equity and inclusion, as well as demonstrated cultural competence with respect to issues including but not limited to race, gender, sexuality, disability, religion, and class.
- High level skills as a computer user, including databases, Microsoft Office and other Windows applications.

**Preferred Qualifications:**

- Experience working within school district structures.
- Practical understanding of trauma-informed practices.

**Other Requirements:**

- Available to attend meetings, functions, and events after normal business hours on occasion.
- Willing to travel to trainings related to program improvement on occasion.

**Salary:**

\$75,000/year

**Hours:**

40 hours per week/exempt

**Benefits include:**

- 3 weeks of paid time off per year
- 3% employer matching IRA
- Long-term disability insurance
- Professional Development stipend

**Location:**

Riverview School District and Snoqualmie Valley School District areas

**To apply:**

To apply for this position, please email resume and cover letter to Jami Au, Office Manager, Empower Youth Network, PO Box 910, Carnation, WA 98014 or email items to [apply@empoweryouthnetwork.org](mailto:apply@empoweryouthnetwork.org). This position closes December 17, 2021.

Due to volume of applications and limited resources, only candidates who are being considered for the role will hear back.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalized folks tend to only apply when they check every box. If you think you might be a good fit for the role, but don't necessarily meet every single point on the job description, please still apply!

We'd love to learn more about you!

EYN is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law.

*Disclaimer: The information in this job description has been designed to indicate the general nature and level of work performed by employees in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees in this job.*