

YOUTH CELEBRATE DIVERSITY

Job Description Program Manager - YCD Colorado

The Program Manager – YCD Colorado is responsible for support and mentorship of youth leaders and adult mentors in YCD Colorado chapters, and working collaboratively with these stakeholders to make YCD Colorado chapters successful.

YCD chapters are youth-led groups of 5–25 teens from an area or region, who meet weekly to organize locally, educate themselves and their peers, and take action for inclusion and social justice. Each chapter is supervised by two adult mentors from the community, who are stipended contractors of YCD.

Additionally, the Program Manager will play a significant role in event planning and managing logistics for YCD-created events in Colorado, and will serve as the primary trainer for YCD curriculum within Colorado.

This role reports to and works closely with YCD's Executive Director.

Primary Duties and Responsibilities

1. Working with community stakeholders, identify locations for potential chapter sites across Colorado. Market and publicize chapter opportunities. Meet with interested adults and youth to explain the chapter model, answer questions, and formalize plans to stand up new chapters. Provide recruiting and marketing support to chapter leaders so they can be successful.
2. Work with chapter leaders to track and report attendance to YCD chapter meetings. Ensure participating youth complete pre- and post-program surveys to track impact of participation. Gather photos and documentary evidence of chapter activities for marketing, publicity, and grant proposals.
3. Create virtual programming and resources for chapter use, including a monthly webinar, as well as curated youth-led activities.
4. Host a once-monthly virtual meetup for chapter adult mentors to share feedback on youth participation and engagement, as well as to brainstorm ideas for improvement. Guide mentors on how to effectively support and mentor youth without overwhelming

youth voice in youth-led chapters and clubs. Provide individualized feedback to mentors as needed, so they can continually grow their skills in mentoring youth leaders.

5. Draft and distribute YCD Colorado's monthly newsletter to chapter members. Solicit feedback to consistently improve offerings.
6. Serve as the primary trainer for YCD within the state of Colorado, including training of youth leaders and adult mentors of chapters, as well as providing customized training events for community members on YCD curriculum and activities.
7. Provide logistics support to the Executive Director for the statewide Colorado Youth Diversity Conference (Denver).

Qualifications

The ideal candidate is an experienced middle or high school educator, or a local organizer with a background in social work, psychology, education, or related space and who enjoys relationship building and community organizing.

We are prioritizing candidates in the Denver Metro area, but are open to candidates with the right background and experience located in other parts of Colorado.

Qualifications include:

- A deep understanding of one's own identity and privilege, and an ability to engage others on these topics in an honest, transparent and constructive manner.
- The ability to effectively mentor, facilitate and guide adults as well as young people through challenging conversations, including topics such as identity, race and ethnicity, stereotypes, understanding political differences or current events, and more.
- The ability to support and empower young people in their decision-making process, without influencing or overwhelming the process with one's own viewpoints.
- An unwavering commitment to quality programs and data-driven program evaluation.
- The ability to positively engage with a wide range of stakeholders and cultures, including parents, teachers, school administrators, school board members, volunteers, and others from urban, suburban and rural areas of the state.
- Passion, idealism, integrity, a positive attitude, and an enduring commitment to support all young people.

- Competency with computers, including use of e-mail, word processing software, spreadsheets, and related software. Some computer training will be offered as part of this role.

Working Conditions

This is a full-time position requiring 40 hours per week. Standard business hours will be observed in most cases, with some flexibility needed for evenings and weekends with advanced notice and planning.

The candidate must work from home in most cases, with occasional in-person meetings, as well as limited travel to support in-person YCD meetings and conferences. The candidate is expected to use their own personal computer and home Internet access to fulfill the duties of this role, though YCD offers a stipend to compensate for these additional expenses.

Compensation and Benefits

This position has a salary range of \$60,000 - \$70,000 based on experience. The position comes with standard organizational benefits including:

- Flexible work schedule
- Health care stipend to support purchase of a health care insurance plan
- Technology stipend for use of personal computing equipment and home Internet access
- Travel reimbursement for any travel outside of the Denver Metro area
- 401(k) with organization-provided matching funds
- Overtime pay
- Three weeks of paid time off (PTO) per year, as well as compensatory time off (CTO) for hours worked on weekends or evenings
- Unlimited sick leave
- Funds to support professional development

Application Process

Please contact Caleb Munro at cmunro@ycdiversity.org to express interest in the role. We encourage interested candidates to submit a resume and cover letter. Any offer of employment is contingent on a candidate successfully completing a criminal background check.

Equal Employment Opportunity

Youth Celebrate Diversity is an equal opportunity employer. We will not discriminate and will take affirmative actions/measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender identity or expression, national origin, age, religion, creed, disability, veteran's status, or sexual orientation.

About Youth Celebrate Diversity

YCD is a youth-led leadership and activism training program, where students ages 11-18 can build community, develop their identity and self-confidence, learn critical skills for advocacy and changemaking, and ignite a passion for advancing inclusion and justice in our communities. Our vision is that one day, every teen in America will feel safe, respected, and empowered to achieve their potential. For more information, visit ycdiversity.org.