



Youth and Family Program Manager

Founded in 1998, Proof Alliance is the largest organization in the U.S. dedicated to preventing prenatal alcohol exposure and improving outcomes for people impacted by fetal alcohol spectrum disorders (FASD). We use a systems approach to build alliances with partners in the education, research, legal/judicial, health care, legislative and social service industries. Together, we advocate for greater funding of services, further development of awareness and an FASD-informed future. Join us in this meaningful work!

WORK STATUS: Exempt, Full Time, 1.0 FTE

SALARY: \$59,000

LOCATION: This position is in St. Paul, Minnesota. Proof Alliance values a flexible working environment and currently works in a hybrid environment with time spent in the office and remote, depending on the position requirements. In-person youth and family groups and events are typically in St. Paul. Some evenings and weekends may be required.

REPORTING STRUCTURE: This position reports to the Director of Programs and Public Policy and is a critical role on the Proof Alliance direct support team.

PRIMARY DUTIES AND RESPONSIBILITIES: The Youth and Family Program Manager will manage Proof Alliance's comprehensive youth and family services programs to provide support, resource navigation, and skill building opportunities for families and youth impacted by fetal alcohol spectrum disorders (FASD). The Youth and Family Program Manager is responsible for developing community partnerships and participant recruitment, as well as program design, implementation and evaluation. In partnership with the Senior Program Manager, the Youth and Family Program Manager will lead the strategic expansion of the youth and family services programs relative to reach and participation.

Program & Partnership Development (25%)

- In partnership with the Director of Programs and Public Policy, lead the strategic growth of the youth and family services programs to expand impact.
- Cultivate and manage long-term partnerships across a variety of professional sectors to integrate Proof Alliance's youth and family services programs and develop/implement a referral process.
- Identify opportunities to create new partnerships to increase participation and broaden programmatic reach across new geographies and new audiences.
- Communicate the value and impact of the youth and family services programs by contributing to reports and proposals as needed.

Program Management (50%)

- Manage and coordinate all aspects of the youth and family services programs (e.g. designing, implementing, evaluating and reporting on annual workplan strategies, volunteer management, logistical planning/execution, vendor contracts, communications, data collection, program evaluation, grant writing and reporting).

- Collaborate with the Program Coordinator to manage and coordinate all aspects of the annual Caregiver Conference (e.g. curriculum design/development, speakers, promotion, logistical planning/execution, vendor contracts, communications, program evaluation).
- Proactively collaborate with the communications department and other team members to promote programming.
- Develop, implement, and evaluate support services for youth impacted by an FASD including:
 - Youth in-person and virtual support and skills groups
 - Youth social and recreational events
- Manage the youth and family services program budget, invoices, and contracts.
- Work in collaboration with the Director of Programs and Public Policy to plan and deliver:
 - Caregiver resource navigation and individual support
 - Caregiver in-person and virtual support groups, retreats, and events

Volunteer Management (25%)

- Recruit, engage, mobilize, manage, and appreciate community volunteers.
- Oversee facilitators for the in-person and virtual caregiver support groups.

QUALIFICATIONS:

- Bachelor's degree in a related social service field or other equivalent experience required.
- 5+ years of experience working with youth and families.
- 3+ years of project management and program development experience, with the ability to prioritize and manage multiple projects at the same time, work independently, and work collaboratively in a team.
- 3+ years of experience developing new partnerships with community-based organizations.
- Ability to effectively facilitate groups and family/youth events (high social-emotional intelligence, strong interpersonal skills including active listening, emotional regulation, conflict resolution, redirection, boundary setting, non-judgement, respecting privacy and modeling healthy behavior).
- Demonstrated success mobilizing and managing others.
- Demonstrated success collaborating effectively with diverse communities and team members. Experience working with neurodiverse individuals preferred.
- Highly effective verbal and written communications skills.
- Ability to travel throughout Minnesota 5% (day trips, occasional overnights) and must have a valid driver's license.
- Basic knowledge of county and state social service systems.

ADDITIONAL INFORMATION: Proof Alliance offers a complete benefits package that includes generous time off, medical & dental insurance, short- and long-term disability, life insurance and an IRA match. Proof Alliance is an equal opportunity employer and values a diverse and inclusive work environment. The selected candidate will need to pass a background check for violent offences and offences against vulnerable populations. Legal authorization to work in the United States, including providing required valid documents for Employment Eligibility Verification (I-9 form).

HOW TO APPLY: Please email ALL the following information to humanresources@proofalliance.org. Applications received by June 28, 2024, will receive priority. Candidates with incomplete packages may not be considered.

1. Your resume
2. Your cover letter telling us:
 - Why you are interested in this position.
 - How you believe you meet the qualifications.