

Please do not apply if you do not have previous experience working with youth in group settings

Position Profile: Peace Neighborhood Center is a private, non-profit community organization that provides programs and services for individuals and families with social and financial needs. Our program coordinators are essential in helping to fulfill our mission of finding the greatness in all of those we serve. We believe that you are an individual who is flexible, hard-working, and understands how to hold ALL youth to high expectations while creating strong relationships and understanding how trauma, environment, and opportunity shape the outcomes and achievement of youth in our community.

REACH Program Manager responsibilities include:

- **Programming:** Create, implement, and evaluate social-emotional learning curriculum for after-school and summer programs for K-5th graders; assign tasks and responsibilities to staff; receive supervision from Youth Programs Director and Executive Director; participate in recruitment and registration process for youth programs.
- **Interpersonal Skills:** Utilize a strength-based approach in all professional interactions; promote physical and emotional safety within programs; mediate disagreements and altercations between youth; manage and de-escalate crises; support youth in developing social-emotional skills.
- **Academic Support:** Monitor academic performance; participate in creating academic plans based on feedback from school, staff, and tutors.
- **School Liaison:** work with other program staff to engage in collaborative professional relationships with school staff; conduct school visits and/or attend school meetings with parents along with the Youth Programs Director; advocate for the youth's needs individually and collectively.
- **Parent & Family Engagement:** Engage and communicate with parents; amplify families' voices and experiences in school and community settings; collaborate with Peace case managers to support families with household needs.
- **Enrichment Activities:** Assist Youth Program Director with creating incentives for youth based on attendance and engagement; plan field trips for individuals and groups; participate in family-centered activities outside of programs; attend school and community events as a Peace Neighborhood Center ambassador.

- **Professional Development:** Participate in staff training; attend professional development; research and promote trauma-informed practices in the office and programming; collaborate with community partners to share resources and co-host events.
- **Other Agency Responsibilities:** Assist with weekly fresh produce distribution; attend fundraising & community events, assist with annual holiday distribution; assist with meal preparation and building maintenance as needed; fulfill other duties to achieve the mission of Peace Neighborhood Center, as assigned by the Executive Director

Employee must:

- Function independently in job responsibilities.
- Demonstrate success in solving problems & taking initiative.
- Serve as a positive role model for youth by modeling mutual respect, compassion, trust, and discernment in both professional and personal environments.
- Have a positive social media presence.
- Be familiar with how Adverse Childhood Experiences affect vulnerable populations.
- Respect the intersectional identities of youth and their families (race, ethnicity, sexual orientation, gender identity, ability, religion/spirituality, nationality, and socioeconomic status).
- Practice cultural responsiveness.
- Have an understanding of systemic inequities and how racial segregation, racism, and discrimination affect all communities & all races.
- Understand how racial segregation, racism, and discrimination affect all communities and races.
- Be knowledgeable of the mental health needs of youth (diagnosed and undiagnosed).

Desired Education & Experience Requirements:

- Bachelor's degree or equivalent experience working in youth programs
- 2 - 3 years of experience working in after-school and/or summer programs
- Demonstrated ability to work well with individuals from diverse racial and socioeconomic backgrounds
- Excellent written and verbal communication skills
- Basic computer literacy required, particularly working knowledge of Google Suite

Reports to: Peace Executive Director and Youth Programs Director

40 hours/week; M-Th: 10 am-7 pm; Fri: 8 am-4 pm; will include some evenings and weekends

Annual salary: \$46,800-\$49,920

Paid Vacation and Holidays:

- Two Weeks of vacation annually, one personal day, and birthday
- Holidays include MLK, Memorial Day, Juneteenth, July 4th, and Labor Day
- Thanksgiving (Thurs & Friday)
- Christmas Eve and Day
- New Year Day

To apply for this position, please submit a cover letter with a resume by email to Djordan@peaceneighborhoodcenter.org or fax 734/662.8589 to the attention of Bonnie Billups, Jr. Do not call or visit our office without an invite. To receive information regarding this position, please send questions to the email address above.