

## **Rockaway Initiative for Sustainability & Equity (RISE)**

### **Director of Programs for Youth & Community Development Organization**

**Rockaway Initiative for Sustainability & Equity (RISE)** is a community-based organization in Far Rockaway, Queens, New York, that provides enriching youth and community programming, to instill both individual and civil respect for nature and contributes to advancing social equity and the physical well-being of the Rockaway community.

RISE is seeking a full-time, experienced professional to provide vision and leadership for the organization's youth and community programs. The Director of Programs will report directly to Executive Director, will act as direct liaison between RISE and a range of stakeholders and will be responsible for overall program development, implementation and monitoring of effective, environmental stewardship and community programs to build greater awareness of RISE's mission and strengthen the impact our work.

#### **DUTIES & RESPONSIBILITIES:**

- Hire, train and provide supervision for program staff to develop their skills, provide quality service, and promote a culture of professional growth.
- In collaboration with program staff develop and implement program recruitment and retention strategies, including presentations to schools and community-based organizations, individual student outreach, and social media communication.
- Work with program staff to oversee schedule of all youth/community programs.
- Advance RISE's current efforts to codify, evaluate and document all youth programs.
- Continue to build program assessment measures and lead program monitoring.
- Develop and implement systems for data-informed quality improvement of programs.
- Cultivate and leverage relationships with community partners, community members, schools, non-profit organizations, government agencies, elected officials, private funders, program participants and their families.
- Represent RISE at community events, multi-agency initiatives and funder site visits.
- Oversee all program communication materials, marketing and social media.
- Model appropriate communication with participants, families, schools, corporate sponsors, funders and community members.
- Work with Executive Director and Development staff to ensure the organization's sustainability and future growth.
- Work with senior managers to foster a strong team of frontline staff.
- Advance RISE's efforts to build an active RISE Alumni Network.
- Manage program budgets in collaboration with the development team.
- Manage program grants to ensure all program outcomes and deliverables are met.
- Work with development staff to prepare grant proposals, develop reports/presentations that

summarize and communicate program accomplishments, outcomes and impact.

- Provide crisis-intervention services and support for staff and participants, as needed.

**QUALIFICATIONS & SKILLS:** We are looking to hire an energetic, creative and seasoned professional with experience developing and evaluating youth and community programs and supervising and developing a team of frontline program staff.

- Bachelor's degree and a minimum of 3 years of experience in youth program, supervision and administration.
- Education in program development for youth, public health, community planning, or environmental science preferred.
- Strong understanding of non-profit organizational operations/administration.
- Strong leadership and program management skills.
- Superior organizational skills, ability to prioritize, multitask, and meet competing deadlines
- Excellent verbal and written interpersonal and communication skills.
- Excellent problem-solving, follow-through and time management skills.
- Strong strategic, analytical, and interpersonal skills with ability to build strong relationships with stakeholders at all levels.
- Proficiency with Microsoft Office, Google Suite
- Self-starter with strong communications skills, a positive attitude, and a "roll-up-my-sleeves" mentality
- Experience developing program curricula and carrying out program evaluation.
- Experience with grant writing, strongly desired.
- Knowledge of experience working and/or living in the Rockaway community.
- Must be able to engage in crisis-intervention activities and demonstrate, lead and teach a range of group activities.
- Authentic commitment to the mission and values of RISE.

This is a 40 hour a week position that includes some weekends and occasional evenings. RISE offers a health benefits package and 401k.

**Rockaway Initiative for Sustainability & Equity (RISE) is an Equal Opportunity Employer, M/F/D/V**

*Please email resume and cover letter to [jdupont@riserockaway.org](mailto:jdupont@riserockaway.org). No phone calls please.*

Please note that this position is at the RISE Center located at 5803 Rockaway Beach Blvd, Far Rockaway, New York in Queens. Please map our location before applying.