

Manager 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 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 Program Manager 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. The Program Manager will be supervising RISE's Youth Engagement Coordinator in upcoming summer youth programming as well as working alongside RISE's Community Programs Manager in developing environmental projects within the community.

DUTIES AND RESPONSIBILITIES:

- Overall leadership, implementation, and operation of the following youth programs: Shore Corps, Environmentor, Living Classroom, and Aqua 101 Summer Youth Programs
- Coordinate ongoing program development, curriculum documentation, development of program assessment measures, and monitoring and evaluation of all program activities
- Supervise RISE's Youth Engagement Coordinator to help guide in the following: maintaining participant files, updating the RISE website with youth program materials, building an active RISE Alumni Network, social media communication, participant enrollment, and recruitment of new and retention of existing students
- Work with Executive Director and Development staff to ensure the organization's sustainability and future growth
- Cultivate and leverage relationships with community partners, members, and organizations, as well as schools, non-profit organizations, government agencies, elected officials, and private funders
- Hire, train and provide supervision for program staff and part-time environmental educators, guest mentors, volunteers, and youth interns, fostering a productive team environment
- Work with program staff to oversee the schedule of all youth/community program
- Manage program budgets in collaboration with the development team
- Work with development staff to prepare grant proposals, develop reports/presentations that summarize and communicate program accomplishments, outcomes, and impact

- Communicate actively and model appropriate communication with parents, teachers, school staff, students, and community members
- Represent RISE at community events, multi-agency initiatives, and funder site visits
- Provide crisis intervention services for youth participants when necessary

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, organizational, time management, and program management skills (ability to prioritize, multitask, and meet competing deadlines)
- Excellent problem-solving, follow-through, verbal and written communication skills
- Strong strategic, analytical, and interpersonal skills with the ability to build strong relationships with stakeholders at all levels
- Proficiency with Microsoft Office, Google Suite
- Self-starter with 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
- 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 fulltime 40 hour a week position that will likely be Monday – Friday with occasional weekends for community events. This is a hybrid position with the candidate expected to work in person 2 - 3 days a week. Salary is commensurate with experience. RISE offers a benefits package including health care, vacation/sick days, 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. No phone calls please.

Workplace Conditions and Environment

- We value team members and community partners from all backgrounds and cultures with different skills, abilities, and perspectives
- We ensure that everyone has an opportunity to contribute to our mission fully.
- Ability to lift up to 20 lbs. and to perform light physical activity

Please note that this position is based at the RISE Center located at 58-03 Rockaway Beach Blvd, Far Rockaway, New York in Queens. Please map our location before applying.