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Job Title	Project Director, Manhattan EOC YouthBuild
PVN ID	BM-2311-005987
Category	Research
Location	BOROUGH OF MANHATTAN C. C.
Department	Manhattan EOC
Status	Full Time
Annual Salary	\$70,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Jan 24, 2024 (Or Until Filled)

## General Description

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This **Manhattan EOC YouthBuild Project Director** position is funded by the US Department of Labor (USDOL). The YouthBuild grants “support pre-apprenticeships that educate and train young people, from ages 16 to 24, who are neither enrolled in school nor in the labor market for jobs in high-demand industries. These industries include the construction industry, for which YouthBuild grants will help deliver education and training to enable students to use their abilities to build or rehabilitate affordable housing in their communities for low-income or unhoused families.”

The Manhattan EOC YouthBuild program is located at 163 West 125<sup>th</sup> Street, New York, NY 10027. The construction component of the program is also located in Harlem. Applicants should be able to travel to and within Harlem with ease and comfort. This is overwhelmingly an in-person position in Harlem.

### Position Summary

This is a temporary full-time grant-funded position from the hire date through September 2026. Applications to be reviewed immediately. This position will be supervised by the Manhattan EOC Executive Director or designee.

The YouthBuild Project Director is responsible for the daily operations of the Manhattan EOC YouthBuild program, compliance, and oversight.

The Project Director:

- Provides leadership and appropriate independent judgement over program operations Developing and implementing a student recruitment plan
- Ensures the integration of the education, construction, leadership development, work experience, and job placement components
- Implements a curriculum and program schedule to follow YouthBuild guidelines of 50% academic preparation, 40% construction training, and 10% leadership development
- Leads and supervises YouthBuild staff and determines staffing needs to ensure adequate availability of

services

- Develops guidelines for monitoring of services to identify opportunities for more efficient and effective delivery of care
- Coordinates with employer partners to ensure the training aligns with industry needs and labor market trends, monitoring program progress to achieve stated outcomes, and supporting the Principal Investigator (PI) or the Executive Director in the fiscal management of grant funds and compliance to USDOL grant requirements
- Conducts regularly scheduled quality assurance program reviews to ensure compliance with program and professional standards

## Other Duties

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- Be knowledgeable/familiar with YouthBuild program policies and procedures essential to program monitoring to achieve stated program outcomes
- Participate in program planning and the development and implementation of staff trainings
- Other related duties as needed

## Qualifications

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- Ability to communicate effectively in person and in writing with a wide range of individuals and organizations
- Ability to utilize multiple data tracking systems and electronic systems of student record to enter student data, review data, and generate reports
- Ability to manage and lead a youth development program
- Ability to supervise, develop, and support staff
- Ability to set appropriate boundaries with participants
- Awareness of the social, economic, and cultural factors that affect our participants
- Detail oriented, self-motivated, and highly organized
- Ability to embrace the YouthBuild model driven by the values of accountability, love, collaboration, diversity, and leadership and ensure the model is embraced by all staff and partners

### **Minimum Qualifications:**

Bachelor's degree and a minimum of 2 years of experience in managing youth programs.

### **Preferred Qualifications:**

- Master's Degree in Social Work, Human Services, Education, or related field
- Prior experience with a YouthBuild project
- Additional language skills are appreciated