



YOUTH DIVERSION AND DEVELOPMENT MANAGER

Organization: The AMAAD Institute
Type of Work: Full-Time
Location: Los Angeles, CA

Arming Minorities Against Addiction & Disease (AMAAD) Institute facilitates personalized individual access to programs and services that foster safe and supportive healthy environments for people to live, learn, and develop to their fullest potential. AMAAD was incorporated through a peer-based framework and has harnessed its collective human and material resources over the years to serve multifaceted communities through transitional housing, Behavioral Health programming, and advocacy while utilizing an approach that is especially relevant to those who are disproportionately affected.

AMAAD seeks a dynamic individual to serve as the Youth Diversion and Development (YDD) Manager. The YDD Manager collaborates with the Chief Program Officer to develop, organize, and implement high-quality AMAAD programs. The successful candidate will have a strong knowledge of best practices in leading nonprofit programmatic scopes and strengthening the community through youth development, healthy living, and social responsibility.

Like all AMAAD employees, the YDD Manager should demonstrate a strong commitment to the mission and values of AMAAD and have substantial expertise in all areas of responsibility. Come join an organization that is approaching a decade of offering quality programming and services for the LGBTQ+ community within South Los Angeles – unapologetically.

KEY RESPONSIBILITIES

Programmatic

- Develop and deliver high-quality Youth Development & Social Responsibility programs, build and retain outstanding staff, and expand AMAAD as a vital force for local community development;
- Advance key initiatives and projects to advance programmatic scopes throughout youth initiatives and engagement;
- Collaborate across regions to support the organization in the pursuit of high program quality;
- Demonstrate program growth, participant retention, program quality, community impact, and partner satisfaction;
- Facilitate change; model adaptability and an awareness of the impact of change.

Operational

- Analyze, strategize, visualize, identify problems, and reach conclusions to create and implement action with the program;
- Recruit, retain, and coach staff; maintain a positive attitude and conduct with the total staff team as a positive adult role model, including supporting developmental assets within the community;
- Monitor and evaluate budget to achieve financial goals;
- Actively participate in annual org-wide campaigns and lead team to successful participation in satellite engagements to increase human and material resources;
- Adhere to all AMAAD policies, best practices, and requirements in risk and safety, fiscal stewardship, and internal organizational and external regulatory compliance to protect the health and reputation of AMAAD;
- Other duties as assigned.

AMAAD Organizational Responsibilities

- Demonstrate enthusiasm for AMAAD Institute and a strong commitment to its mission in a manner that is intentionally inclusive of BIPOCs, those with intersectional identities, especially LGBTQ+ and/or gender non-conforming people;
- Be an active team member supporting other staff members;

- Participate in AMAAD satellite teams based on talent, skills, and interest.

SKILLS AND ABILITIES

- Demonstrated success working with youth and young adults;
- Enthusiastic team builder with strong leadership skills, including relationship building;
- Ability to coach, train, and support diverse staff in a high-paced environment with continual distractions;
- Flexible, resilient, self-starter with a good sense of humor;
- Must be able to lift 20 lbs.

EXPERIENCE AND EDUCATION

- Two (2) years of related experience with prior success managing Youth Development & Social Responsibility programs;
- Bachelor's degree, welcomed, or the combination of education, training, and experience commensurate with others in this position;
- Ability to work in a high-paced environment with continual distractions;
- Functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

COMMITMENT:

- Monday through Friday, approximately 9:00 AM – 5:00 PM (occasionally later with some weekends depending on programming)

COMPENSATION:

- (\$62 - \$69,000) commensurate with experience and internal equity. All employees are eligible for annual performance-based salary increases.
- We offer a comprehensive benefits plan, covering the employee premium for medical, dental, and vision plans. Other benefits include life insurance, generous vacation time and paid holidays, professional development, and a 401K retirement plan with an up to 5% match.

AMAAD Institute is an equal opportunity employer. Black and Indigenous People of Color (BIPOC) and those with intersectional identities, especially Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+), gender nonconforming people, and allies are encouraged to apply.

HOW TO APPLY

Qualified candidates, please email a cover letter and resume to cato@amaad.org. Please include all documents as one PDF file and use 'YDD Manager' in the subject line.