**Position Description**

**Job Title:** Assistant Director for Youth Programs

**Reports to:** Executive Director

**Job Summary:**

The Assistant Director for Youth Programs at RICJ is a full-time, leadership-focused position that requires a proactive and passionate individual committed to social justice. The role involves managing program resources to achieve the program's mission and adhering to established priorities, timelines, and budget constraints.

**Scope of Work:**

Under the general supervision of the Executive Director, this position encompasses administrative, managerial, and professional responsibilities. The specific goals, objectives, and deliverables of the role are determined by the Executive Director, the program’s mission, and communication with funding sources. The Assistant Director of Youth Programs will oversee staff, interns, volunteers, resources, and administrative tasks to ensure that the program’s goals are met. The position requires strong skills in project planning, budgeting, evaluation, and a deep understanding of social justice issues. Excellent written and verbal communication skills are essential for engaging with community organizations, funding, internal teams, compliance agencies, and other stakeholders.

We are seeking a creative individual who is passionate about working with high school students and deeply committed to social justice. We are looking for someone with energy, a drive to build relationships and collaborative networks, and a strong team-oriented mindset. The Assistant Director of Youth Programs will be responsible for managing, nurturing, and sustaining RICJ’s youth programs, including the Youth Action Council (YAC) after-school program, Young Women’s Equity Coalition (YWEC) mentoring program, Project Respect Youth Leadership Institute summer camp, youth summer jobs programs, and other youth initiatives and events; 2) supervising a Youth Programs Coordinator, AmeriCorps Youth Empowerment VISTA, student staff, interns, and volunteers; and 3) performing other tasks as needed to support youth programs, including involvement in fundraising activities.

**Responsibilities:** Under the direction of the RICJ Executive Director, work with RICJ staff, VISTAs, interns, and volunteers to manage, implement, and support RICJ’s Youth Empowerment and Leadership Programs. [Programs | New Website](https://www.ricj.org/programs)

* Work with youth participants, Youth Programs Coordinator, and VISTA to plan outreach to schools, youth-serving agencies, other organizations, businesses, and donors to inform them about RICJ youth programs and recruit youth participants.
* Build partnerships with schools and other agencies.
* Work with youth members to help them design and implement youth-facilitated workshops on diversity, inclusion, and community building, reaching out to schools and agencies to promote this work.
* Collaborate with Juvenile Justice programs, building reciprocal relationships between the youth and justice programs of RICJ.
* Work collectively with the Executive Director and RICJ staff to plan and implement fundraisers.
* Participate as a team member in DEI diversity/cultural competence training and consulting for businesses, schools, universities, other organizations, and community groups.
* Co-facilitate diversity, inclusion, cultural competency, and/or restorative practices training about race, power, privilege, and implicit bias for various groups.
* Actively market the organization to gain contracts to support RICJ staff and youth co-facilitated DEI and restorative justice training.

**Qualifications:**

* 3 or more years of experience and proven ability to implement similar programs. (education for at-risk youth, experiential education models, diversity training).
* Excellent verbal and written communication, including the ability to communicate effectively with and motivate youth of diverse backgrounds.
* Experience in supervising staff.
* Ability/knowledge of group dynamics, facilitation, and leadership development.
* Willingness and flexibility to engage in evening/weekend/residential program duties as needed.
* Must be cleared for work with minors (BCI will be required).
* Spanish speaking is preferred but not required.

**Salary:** Competitive salary. Full-time with vacation, sick, holiday leave, and health/dental benefits. Salary range: $53,000 ‐ $60,000 per year, commensurate with experience.

**To Apply:** Send a cover letter and resume to ricj@ricj.org.

RICJ does not discriminate against any employee or applicant for employment due to race, sex, color, ethnicity, disability, national origin, religion, creed, age, marital status, sexual orientation, gender identity or expression, or veteran status.