Youth Services Program Manager

The Youth Services Program Manager (YSPM) oversees the CMAA’s youth programs to foster student engagement, promote inclusive cultures, facilitate family involvement, provide mentorship opportunities, and develop peer leadership skills between the ages of 7 through high school. This role requires strong leadership, organizational, and communication skills and a passion for empowering young individuals and positively impacting their lives. The YSPM will manage the Afterschool Engagement & Leadership Program, Cambodian Youth Cultural Program, and the Rising Stars Sports & Leadership Summer Program. The YSPM works closely with the Civic Engagement staff and reports to the Director of Programs.

Responsibilities:

1. Develop and implement programs: Design and execute programs that enhance student engagement, promote diverse cultures, facilitate family involvement, offer mentorship opportunities, and foster peer leadership among high school students. Ensure that programs align with the organization’s mission and goals.
2. Program management: Oversee program logistics, including scheduling, evaluation, budgeting, and reporting. Maintain accurate records and documentation required for program monitoring and reporting.
3. Manages the Cambodian Youth Cultural Program component, which consists of Khmer arts, music, language, and dance. This task requires the YSPM to work closely with the Khmer Arts & Culture Teachers.
4. Coordinate with stakeholders: Engage students and parents, collaborate with Lowell Public Schools, UMass Lowell, Middlesex Community College, community organizations, and other relevant stakeholders to develop partnerships and secure resources necessary for program success.
5. Recruiting and training: Recruit and select students, mentors, volunteers, and peer leaders. Provide comprehensive training and ongoing support to ensure their effectiveness and adherence to best practices.
6. Facilitate workshops and training sessions: In collaboration with CMAA partner agencies, conduct workshops, training sessions, and group discussions to address leadership development, cultural competency, mentorship skills, and community engagement.
8. Reporting and communication: Regularly communicate program updates, achievements, and challenges to the management team and funders through written reports, presentations, and meetings.
9. Supervise the Khmer Arts and Culture teachers, Program Assistant(s), and other program support staff.
10. Ensure a positive learning environment that encourages active participation and growth.

Requirements:

- Proven experience in program management, preferably in the youth services sector
- Strong knowledge of student engagement strategies, cultural competency, family engagement, mentorship, and peer leadership
● Effective interpersonal, organizational, and communication skills, with the ability to engage and inspire diverse groups and young people.
● Knowledge of EEC Early Age Guidelines and Requirements.
● Proficiency in using technology and data management systems.
● Familiarity with evaluation methodologies for tracking program outcomes
● Ability to handle multiple responsibilities and meet deadlines.
● Passion for youth empowerment, education, social justice, and Cambodian arts & cultural preservation among young people.
● Bachelor's degree in education, social work, youth development, or a related field (Master's degree preferred)
● Strong supervisory skills preferred.
● Pass a CORI/SORI check.
● Valid Driver’s License and ownership of a vehicle
● A commitment to the CMAA mission and vision.

Note: This job description outlines the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

Compensation: Salary commensurate with experience. Full-time with medical, dental benefits, 401K
Starting Date: August 1, 2023
To Apply: Please submit your cover letter and resume to Sothea Chiemruom, Executive Director, at jobs@cmaalowell.org.

CMAA is an equal opportunity employer and considers applicants for all positions regardless of race, color, religion, gender, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.