



## Minneapolis Youth Coordinating Board Director of Projects Position Description

**Position:** Director of Projects  
**Classification:** Full-Time  
**Salary:** Commensurate with experience

### **Position Information:**

Under the direction of the Executive Director, the Director of Projects will be responsible for *oversight of the Minneapolis Afterschool Network and the Positive Corridors for Youth Project. In addition, they will assume responsibility for the oversight and implementation of new projects as approved.*

Qualified candidates for the position of Project Manager will have project management experience. Further, they will be able to demonstrate their experience in youth development and community engagement as strategies for the planning and implementation of projects. Writing for the purpose of foundation proposals and reporting is necessary.

### **Primary Responsibilities:**

1. Minneapolis Afterschool Network –
  - Develop, coordinate, and implement an advocacy and organizing strategy for growing resources for the afterschool field.
  - Build evaluation and data management capacity across Minneapolis afterschool providers in partnership with the Research, Evaluation, Assessment and Accountability Department of the Minneapolis Public Schools.
  - Build on ongoing efforts to develop and coordinate continuous quality improvement processes for afterschool providers in the City of Minneapolis.
  - Convene and staff the Minneapolis Afterschool Network Advisory Team.
  - Supervise ongoing operations of the What's Up 612! Program Finder.
  - Support affiliated professional development opportunities including the PARTNERS Conference and the Propel SEL cohort through any necessary project management, facilitation, and technical assistance.
  - Support youth worker networks at the city wide and neighborhood level.
2. Positive Corridors for Youth –
  - Convene and staff the interjurisdictional team developing Positive Corridors for Youth.
  - Lead the implementation of the plan for piloting and expanding the program.
  - Evaluate the pilot.
  - Work with the Minneapolis Health Department and the Director of Youth Outreach to expand Positive Corridors for Youth in North Minneapolis.
3. Inform policy development, make recommendations and develop solutions to systemic barriers facing afterschool providers and youth serving programs in the City of Minneapolis.

4. Develop partner relationships with nonprofit intermediary organizations that direct policy and provide funding and other supports for out of school time and youth serving programs in Minneapolis.
5. Develop resources including proposal development for YCB sanctioned programs.
6. Assess feasibility for new special projects. Develop and manage new special projects.

**Experience & Qualifications:**

- Strong project management, coordination and diplomatic skills.
- Knowledge and experience working in the field(s) of afterschool programming, youth development, human services, education including program standards, best practices-methodology and policy.
- Ability to manage large multi-system effort and move a single agenda.
- Research, grant writing and reporting experience.
- Finance and budgeting experience.
- Strong written and verbal communication skills.
- Demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse population.
- Bachelor's Degree required, Master's Degree preferred.

**Compensation and Hours:**

100% time, typically Monday through Friday, 8 hours per day

Staff are eligible for benefits

Anticipated start date – September 1, 2018

**To Apply:**

Submit a cover letter and resume by Friday June 22 to Ann DeGroot, Executive Director, Minneapolis Youth Coordinating Board, 330 – 2<sup>nd</sup> Avenue S – Suite 540, Minneapolis, MN 55401. [ycb@ci.minneapolis.mn.us](mailto:ycb@ci.minneapolis.mn.us)

*Since its enactment by state legislation in 1985, The Minneapolis Youth Coordinating Board has coordinated the efforts of four major public agencies – the City of Minneapolis, Hennepin County, the Minneapolis Public Schools and the Minneapolis Park and Recreation Board – to champion the well-being and healthy development of Minneapolis children and young people through collaborative action and policy development.*

*The Minneapolis Youth Coordinating Board's goals are that all children enter Kindergarten ready to be successful in school, all children graduate from High School on time, all children have access to safe, quality opportunities to learn outside of the classroom, and all children and young people will build the grit, curiosity, and character to be contributing citizens and residents engaged in furthering their education, career and civic life.*

*The Minneapolis Youth Coordinating Board oversees the Minneapolis Youth Congress, the Minneapolis Afterschool Network, the Minneapolis Downtown, North Side and MPS School Outreach Teams, and Positive Corridors for Youth.*