



IBA empowers individuals and families to improve their lives and achieve socio-economic mobility through high-quality affordable housing, education, financial and resident empowerment and arts programs.

We are looking for:

Youth Development

Program Manager

(Full-Time)



This position is for you if you:

- ▶ Want to be part of a mission-driven organization serving the needs of Boston's Puerto Rican and globally diverse community.
- ▶ Have a passion for mentoring staff and planning curriculum and events for youth programs
- ▶ Enjoy working with Youth.
- ▶ Work well independently and as part of a team.
- ▶ Possess strong organizational and communication skills.
- ▶ Possess Strong problem-solving and critical thinking skills to creatively address student needs and resolve academic issues as they arise.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manages and shapes the Youth Development Program (YDP), including assisting in developing the workshop calendars and academic support schedules during each cycle in direct collaboration with the YDP team.
- Assists the YDP Director to oversee the day-to-day operations of the youth program, including the youth recruitment, enrollment, onboarding, and orientation processes.
- Collaborates with the YDP team to plan and manage the logistics of YDP's guest speaker series, community service events, and field trips each cycle.
- Keeps informed about youth-facing resources, maintain systems to manage information, and collaborate with the YDP team to ensure youth are connected with services and opportunities.
- Recruits, coordinates, and onboards volunteer tutors during each cycle in collaboration with the Academic Support Coordinator.
- Manages snacks provided and needed for programming, organize group meals, and place orders in advance.
- Assists in planning and with outreach of End of Cycle youth showcases, special events, and youth performances.
- Facilitates organized meetings and supportive 1:1 check-ins with the YDP team regularly.
- Manages the development and implementation of excellent, responsive arts enrichment, civic engagement, academic support, financial empowerment, and job readiness curricula through collaboration with the YDP team.
- Regularly observes YDP coordinators and provides support and feedback on how to improve their facilitation skills with a particular focus on implementing strategies to promote social emotional wellbeing to create and maintaining a safe space for youth.
- Develops a team-based environment to motivate and inspire staff to work collaboratively toward YDP's vision.
- Connects the YDP team to relevant professional development opportunities.
- Develops a deep understanding of YDP's logic model and measures of success.
- Collaborates with the YDP director to develop and execute strategy to evaluate and improve program effectiveness and deepen it's overall impact.
- Collaborates with other IBA programs as needed to grow and develop the Youth Development Program.
- Attends trainings, forums, and conferences for professional growth as needed.
- Maintains, cultivates, and manages partnerships with community stakeholders throughout Boston.
- Represents the agency at internal and external meetings as needed.
- Manages and supports daily, bi-weekly, monthly and annual data tracking of youth attendance, retention, grade advancement and graduation, and measures of program impact and effectiveness.
- Collaborates with the YDP Director, Data and Evaluation Manager, and Academic Support Coordinator to assist in the development and implementation of new systems to track youth's academic progress.
- Participates fully in the organization of annual IBA events, including Three Kings Day, and Festival Betances, as well as other events related to the community.
- Carries out ad hoc duties as needed.
- Any other duties as described by supervisor.

GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS

- Bachelor's degree, with focus in Education, Humanities, Social Work or related fields preferred.
- Two or more years of direct experience and great passion for working with youth of color in a youth development program and/or community-based setting
- One or more years of experience coaching and/or mentoring staff
- Knowledge of and/or prior relationship with the South End/Lower Roxbury neighborhood
- Passion for the arts, social justice, and civic engagement and belief in the power of the arts to empower and engage youth
- Working knowledge of program planning, organizational structure, budgeting, and administrative operations
- Strong project management skills, with the ability to drive complex, multifaceted projects forward to deliver results on time
- Interest in building and maintaining community partnerships
- Experience with program evaluation and data collection and analysis
- High degree of computer literacy with knowledge of word processing, spreadsheet and data based software applications
- Excellent verbal and written communications skills with a high level of emotional intelligence
- Strong organizational and creative problem-solving skills with attention to detail
- Ability to adapt and maintain strong leadership during times of change
- Enthusiastic, trustworthy, and diplomatic with impeccable integrity
- Interest in collaborating with the YDP Team to develop work objectives and targets based on IBA's mission and overall strategy
- Bilingual, Spanish-English
- Ability to work a flexible schedule
- CORI Requirement

COMPENSATION AND BENEFITS

IBA is proud to offer very competitive \$77,000 salary, commensurate with experience, and a robust benefit plan that includes an 80/20 premium cost share for comprehensive health, dental and vision insurance; a generous HRA provided by the company (\$9,100 or \$18,200 based on single and family coverage) and other built in supports that significantly reduces or eliminates out of pocket medical expenses. We offer a 403b plan with annual employer contribution, generous paid time off.



Work Culture:

IBA is located in Boston's historic South End in an ethnic and culturally rich Latinx community. IBA management and staff represent the community as majority Spanish bilingual. Our commitment to inclusion, equity and empowerment is inherent in IBA's mission, imbedded in our values and demonstrated in the ways we work together to achieve mission impact and outcome goals.

To apply please submit a resume and cover letter to:

Organization: Inquilinos Boricuas en Acción, Inc.
Location: Boston, MA
FLSA Classification: Non-Exempt
Supervisor: Director of Youth Development Programs

ibaboston.isolvedhire.com



As an EOE/AA employer, IBA will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran, or disability status.