JOB ANNOUNCEMENT

YMCA of San Francisco is a 501 (c) (3) nonprofit organization that has been serving the San Francisco community for over 150 years. The Urban Services YMCA is the social services branch of the YMCA of San Francisco. The OMI/Excelsior Beacon Center is a comprehensive youth and community center serving the OMI and Excelsior communities based out of James Denman Middle School since 1999.

Position: Associate Director
Salary/Status: $50K-$60K DOE, Full Time/Exempt (+Excellent Benefits)
Program: OMI/Excelsior Beacon Center
Branch/Unit: Urban Services YMCA
Reports to: Beacon Director

Position Description
The Associate Director is a key leadership position responsible for developing and managing our wellness services and case management programs, overseeing evening community programs, and managing grant compliance and reporting. Responsibilities include the development and management of our substance abuse prevention services, coordination of wellness services referrals, implementation of the Strengthening Families and African American Health Disparities Programs, training and supervision of the case management and community program staff, program outreach and marketing; program evaluation and quality monitoring; fiscal and progress reporting.

DUTIES AND RESPONSIBILITIES

Program Development and Management:
• Responsible for overall development, management, marketing and quality control of our Wellness Services which include our substance abuse prevention services; the Strengthening Families Program; African American Health Disparities Initiative; violence prevention and intervention services, case management and mental health referrals, etc.
• Supervise the case management team working with high risk youth and youth in the juvenile justice system.
• Support the development of curriculums for life skills groups.
• Manage the intake and assessment system for youth being referred or entering case management, mental health and/or substance abuse prevention services. Referrals come from community schools, CARC, JPD, CBOs and other governmental agencies.
• Responsible for grant compliance and meeting multiple program objectives.
• Oversee and manage evening community programs and ensure programs are accessible and inclusive.
• Work with Office Manager and Beacon Director on data collection/data entry systems and confidentiality protocols.
• Carry out youth development practices in all program development; continually assess programs to ensure adherence to youth development and Beacon Theory of Change.
Fiscal and Administrative:
- Responsible for generating overall Beacon program and fiscal reports to funding agencies.
- Manage revenue and expenses to comply with organizational budget. This includes processing invoices, tracking payments/expenditures and reconciling monthly financial statements in YMCA accounting system.
- Collect and submit all invoices to lead agency and track payments on accounting database.
- Support directors in projecting program costs, managing program budgets and following established accounting procedures.
- Responsible for coordinating and implementing Beacon program evaluation as it relates to applicable programs.
- Produce reports as needed for Beacon Director.

Community Relationships:
- Maintain collateral contacts with other agencies and other Beacon programs involved with youth and family to prevent duplication of services, to determine goals and achievement of goals for case management, and make referrals for the benefit of the youth and families.
- Be proactive in developing and fostering new collaborations and partnership with community-based organizations, leverage in-kind services, and work collaboratively with staff to provide comprehensive services to youth and families.
- Communicate with parents and community members about Beacon programs, opportunities for involvement and the progress of individual participants.
- Attend and participate in all Urban Services YMCA Director-level meeting, training and special projects.

Staff Development and Supervision:
- Actively supervise and provide leadership to staff.
- Support individual staff development and improvement plans, create a strong sense of team and commitment with staff.
- Model to staff and participants: professionalism, personal responsibility, a strong work ethic and positive character.
- Participate on Beacon Management Team, comply with all agreements, provide back up and accountability and leadership in all systems.

QUALIFICATIONS:
- M.S.W or Bachelor's degree from an accredited college or university in counseling/psychology, social work, or other human services background and 5 years equivalent experience in adolescent development and community programs development and management.
- 3 years of experience in fiscal management, grant reporting and staff supervision preferred.
- Excellent interpersonal and communication skills (both oral and written).
- Possess high level of personal organization, attention to detail and follow through with a strong ability to keep a cool head in stressful and high-energy environments.
• Ability to collect and interpret data for decision-making, problem solving, conflict resolution and prepare comprehensive reports.
• Ability to interact with diverse groups of constituents and have ample knowledge of cultural norms of youth and families living in urban communities.
• Organizing skills including: public speaking, event planning, computer/internet use, conflict mediation, staff training, collaboration, and advocacy.
• Capacity to multi-task, work independently, and meet strict programmatic deadlines.
• Ability to pass health clearance and fingerprint clearance from the Department of Justice. Possess valid driver's license and proof of vehicle insurance.
• Bilingual Cantonese, Spanish, or Tagalog strongly preferred.

TO APPLY:
Email resume and cover letter detailing your relevant experience to:
jobs@omiebeacon.org
OMI/Excelsior Beacon Center
241 Oneida Ave, rm 181
San Francisco, CA 94112
Attn: Associate Director Position