

WHO WE ARE

The 3rd Street Youth Center & Clinic is a community based agency providing youth in Bayview Hunters Point with medical and behavioral health services that encourage them to make decisions that support their health, safety and development.

3rd Street will see a \$1.2 million budget in the 2018-19 fiscal year, which excludes over \$300,000 in-kind support from the San Francisco Department of Public Health. Our donor base draws in funding from both the private and public sectors.

IMPORTANT DETAILS

This is a full time, exempt position offering a competitive salary & benefits package. The Deputy Director will report directly to the Executive Director. The 3rd Street Youth Center & Clinic is fiscally sponsored by Larkin Street Youth Center.

POSITION DESCRIPTION

As part of the leadership at 3rd Street, the Deputy Director is responsible for the overall programmatic and fiscal management, oversight, planning/coordination, staffing, supervision, implementation, and evaluation of the agency's youth development programs, specifically : Health Core, Youth Outreach Squad, 3rd Street Leadership Academy, The Village, and the studio. In partnership with the Executive Director, this position will participate in funding source and other city-wide Steering/Advisory Board Committees, provide internal and external leadership and interfacing, and help chart 3rd Street's future growth and strategic response to an ever-increasing demand for the agency's services. The Deputy Director will directly supervise 2 full time employees and manage positive working relationships with partner organizations.

PRIMARY DUTIES AND RESPONSIBILITIES

Program/Contract Planning, Development, Implementation, Management, and Evaluation:

- Responsible for the overall planning, development, implementation, monitoring, and evaluation of the agency's workforce and youth development programs, services, budgets, and staff.
- Develop funding source work plans (including service, staff, and budget formulas) and monitor program activities on a regular basis to ensure activities are aligned and in compliance with proposed services, objectives are met, and program staff is on track to meet goals.
- Develop and draft proposals for current programming as well as new programs, to ensure continuous delivery and expansion of services.
- Identify best practices and create systems to ensure that services and programs are designed and implemented in accordance with respective contracts and funding source requirements goals, objectives, systems, and practices.
- Oversee, monitor, and track current program evaluation measures, as well as develop new program evaluation frameworks to assess the strengths of the program and to identify areas for improvement.

- Oversee, monitor, and ensure timeliness and accuracy of program staff data entry and billing for all program staff, on a daily, weekly, and monthly basis.
- Provide required information to have invoices generated and submitted to funders according to the established timelines.
- Draft, implement, oversee, and monitor annual program budgets (and budget narratives) and ensure that programs operate within the approved budget.
- Manage all project funds according to established accounting policies and procedures.
- Collect, review, analyze, and manage statistical data for use in reports, proposals, presentations, and evaluation.
- To be reported at staff & board meetings, draft monthly, quarterly, and annual program reports that demonstrate achievement of goals and objectives.
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate.
- Develop thought leadership around specific topics/emerging practice areas.
- Regularly conduct research to stay current on related efforts, initiatives, and opportunities.
- Plan and execute weekly program staff meetings to maintain rapport, team build, and monitor progress.
- Consistently and personally attend funding source meetings, trainings, and events to stay current on all contractual related matters.
- Attend all standing Advisory Board/Steering/Stakeholder committee meetings and efforts.
- Other duties assigned by the Executive Director.

Administrative

- In consultation with the Leadership Team, recruit, interview, and hire well qualified program staff and consultants.
- Drafts Memorandum of Understanding for all consultants and ensure all hiring paperwork is completed for employees.
- Implement the agency's human resources policies, procedures and practices of the organization.
- Ensure that all program staff and consultants receive an appropriate orientation to the organization and the programs.
- Supervise program staff and cultivate a culture of learning and empowerment through ongoing guidance, coaching, training, direction, input, and feedback to keep morale high, promote inclusion and collaboration, ensure delivery of high quality programs, and foster productivity.
- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff.
- Establish and implement a professional development program to address employee experience and skill gaps.
- Work with staff to develop objective performance measurements across all programs, to ensure consistent, high-quality evaluation and goal setting for all employees.

- Instill a sense of accountability among team members by modeling oversight of individual and organization performance standards.
- Actively engage with clients and other stakeholders to gain community support for the program and to solicit input for program improvement/enhancement.
- Liaise with other agency and clinic staff to ensure effective and efficient program delivery.

MINIMUM QUALIFICATIONS

- Master's Degree and a minimum of 4 years of progressive management/supervisory experience OR a Bachelor's Degree and 6 years of subject experience.
 - Proven track record of designing, implementing, and managing youth programs.
 - Highly analytical, forward thinking, with an acute attention to detail.
 - Proven ability to lead a team towards success and reach required goals and obligations on a consistent basis.
 - Superior record with meeting deadlines and juggling multiple tasks and projects.
 - Outstanding communicator (verbal and written), with an aptitude for public speaking, training, and partnership building.
 - Ability to exercise tact and diplomacy in a variety of settings.
 - Successful in roles requiring a high level of discretion, professionalism, and leadership.
 - Demonstrated ability to interface with high level departmental and community leaders, and represent the agency and programs at local and national conferences, conventions, town halls, and other events.
 - Able to maintain confidential, accurate, and complete records including documentation Proficient with Google Drive, Word, Excel, PowerPoint, etc; Mac platforms.
 - Must be able to clear a background and TB test.
- Willing and able to commit to a 3-5 year tenure at the agency.

Desired Qualifications:

- Experience managing youth and workforce development
- Experience working with diverse, urban populations within a youth development field.
- Knowledge of local Bay Area (Specifically Bayview-Hunters Point & District 10) youth and community health trends/challenges, prevention and youth development principles, and best practices in serving high risk youth, etc.
- Committed to, and passionate about, issues facing black, African American youth, and other youth of color, and their families.
- Able to access networks to build and enhance partnerships and collaborations.
- Adept in social and multimedia technologies.
- Resourceful and knowledgeable about community and other services.
- Bilingual English/Spanish desirable.