

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY **Job Description**

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**Position:** Youth Opportunity Hub Project Director  
**Department:** Youth Services  
**Reports to:** Assistant Director of Youth Services  
**Hours:** Full-Time, 35 hours per week  
**FLSA:** Exempt  
**Reviewed:** 03/13/2018

**Overall Responsibility:** The Youth Opportunity Hub Project Director is responsible for the day-to-day operation of the Hub project, funded by the Manhattan's District Attorney's Office (DANY). Responsibilities include, but are not limited to the hiring, training, evaluation, supervision, and management of daily operations of a diverse staff and partner service providers. Additionally, the Project Director is responsible for project development, managing relations with stakeholders, managing the project's budget, and meeting all contractual DANY obligations. The Project Director will be responsible for marketing the program to target communities and schools, representing the project at off-site meetings and conferences. The individual will participate in grant writing and fundraising efforts on behalf of the project, as needed.

### **Specific Responsibilities and Expectations:**

- Hire staff, provide onboarding and manage the Hub team.
- Manage the project budget.
- Liaise with Manhattan District Attorney's Office, City University of New York (CUNY) Institute for State and Local Governance and partner providers.
- Take responsibility for performance outcomes, project development, and community engagement.
- Establish referral and communication protocols within Union Settlement and with partner providers.
- Facilitate monthly stakeholder meetings.
- Complete program reports as required and requested.
- Establishing a referral network for services provided by external agencies.
- Ensure Hub team and partner providers are knowledgeable and practice the tenets of Trauma-Informed Approach, Positive Youth Development, Community-Based and Informed Approach models and engagement strategies.
- Oversee development and implementation of Hub database.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Participate in Youth Services programmatic committees.

- Attend committee meetings, programmatic meetings, departmental meetings, and agency-wide leadership staff meeting.
- Additional duties as assigned by the Assistant Director of Youth Services and the Associate Director of Intervention/Prevention Services for Youth

**Qualifications:**

- Master’s Degree in Social Work or related field and at least 8 years of experience supervising multi-site programs for at-risk adolescents and young adults or Bachelor’s Degree in Social Work or related field and at least 6 years of experience of supervising multi-site programs for at-risk adolescents and young adults.
- Familiarity Trauma-Informed Approach, Positive Youth Development, Community-Based and Informed Approach models and/or engagement strategies.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 10 to 24.
- Demonstrated understanding of the challenges facing youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Strong Project Leadership Management skills
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Strong commitment to working with youth.
- Bilingual (English/Spanish) preferred.

Please send Cover Letter, Resume, Salary Requirements, and References to: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org). Please indicate Youth Opportunity Hub Project Director in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**

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