



## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Youth Opportunity Hub Project Director  
**Department:** Youth Services  
**Reports to:** Associate Director of Intervention/Prevention Services for Youth  
**Hours:** Full-time  
**Salary:** \$75,000

### **Position Summary:**

The Youth Opportunity Hub Project Director is responsible for the day-to-day operation of the East Harlem Youth Opportunity Hub (“Hub”), which is funded by the Manhattan’s District Attorney’s Office (DANY). The Hub is a collaborative effort, overseen by Union Settlement and involving over 20 community-based organizations in East Harlem, which seeks to engage at-risk youth and young adults ages 10-24 in positive activities, assist in their social and emotional development, and connect them with needed social services, with an ultimate goal of helping them avoid involvement in the criminal justice system. The responsibilities of the Hub Project Director 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.

### **Responsibilities:**

- 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 Director of Youth Services and the Associate Director of Intervention/Prevention Services for Youth

### **Qualifications:**

The ideal Youth Opportunity Hub Project Director will have the following qualifications:

- Master's Degree in Social Work or related field and at least 6 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 8 years of experience of supervising multi-site programs for at-risk adolescents and young adults.
- Familiarity with 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.

### **To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: [hubcareers@unionsettlement.org](mailto:hubcareers@unionsettlement.org). Please indicate "Youth Opportunity Hub Project Director" in the email subject line.

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