



## EMPLOYMENT ANNOUNCEMENT

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 Regional Project Director  
**Department:** Youth Services  
**Reports to:** Associate Director of Intervention/Prevention Services for Youth  
**Hours:** Full-Time, 35 hours per week  
**FLSA:** Exempt

**Overall Responsibility:** The Youth Opportunity Hub Regional Project Director is responsible for oversight of the day-to-day operation of the East Harlem Youth Opportunity Hub in the northern region of East Harlem (particularly in and near the NYCHA Jefferson Houses and Johnson Houses) 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 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.

The Youth Opportunity Hub Program:

The East Harlem Youth Opportunity Hub, which is funded by the Manhattan District Attorney's Office (DANY), is a partnership among multiple East Harlem service providers that seeks to increase coordination in the delivery of holistic, wraparound supports to youth and young adults, build the capacity of youth-serving organizations to more effectively address needs and provide opportunities. The Hub fosters resilience among trauma-exposed youth and young adults through a trauma-informed service model that incorporates academic enrichment, life skills education, community service, family engagement and mentoring. The goals of the East Harlem Youth Opportunity Hub include: Preventing and reducing youth involvement in the criminal justice system, expanding workforce, arts and educational opportunities, and supporting the overall development of youth by addressing their needs.

**Specific Responsibilities and Expectations:**

- Hire staff, provide onboarding and manage the Hub team in the northern region of East Harlem.
- Work with the Director of Youth Services Associate Director of Intervention/Prevention Services for Youth and the Hub Regional Director for southern East Harlem on managing 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 and attend community based organization meetings.
- Identify and cultivate new partnerships with community stakeholders that results in strong youth program deliverables (intervention/prevention).
- Complete program reports as required and requested.
- Establishing a referral network for services provided by external agencies.
- Responsible for effective and efficient administration of regional youth programs.
- Oversee and provide support services to Case Manager Supervisor.
- Serve as an effective representative for the East Harlem Youth Opportunity Hub; represent the program's mission and vision to Community-Based Organizations and the general public.
- 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.
- Ensure that client files in database are updated and maintained.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community. Assure that all staff members are sensitive to the community resident's needs.
- 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:**

- Minimum of Bachelor's Degree in Social Work or related field preferred and at least 8 years of experience of supervising multi-site programs for at-risk adolescents and young adults. Master's Degree in Social Work or related field preferred and at least 6 years of experience supervising multi-site programs for at-risk adolescents and young adults. Combination of education and experience considered with minimum of 10 years of experience working with 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, 3 Professional References, and Salary Requirements to: [hubcareers@unionsettlement.org](mailto:hubcareers@unionsettlement.org). Please indicate Hub Regional Project Director in the subject of e-mail.

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