



Position: Youth Programs Manager
Job Description
(Full-time)

Overview:

The Youth Programs Manager, under the direction of the Chief Executive Officer of Breathe California of Sacramento-Emigrant Trails, and working as a team with staff and key volunteer leadership, has responsibility for implementation of the Association's youth programs. This team member will supervise one staff member and multiple interns and is a member of the Senior Staff team.

The youth programs currently include multiple grant funded education projects in Sacramento, Yolo, and Solano counties. Current youth programs include: the Thumbs Up! Thumbs Down! tobacco research project, the Youth Advisory Board, O24u Environmental education, School to Fuel, and the Healthy School Air program.

Duties include, but are not limited to:

- Manage grant budgets and fiscal documentation.
- Successfully manage staff and interns to implement multiple projects including the Thumbs Up! Thumbs Down! tobacco research project, the Youth Advisory Board, the O24u Environmental Education program, School to Fuel, and the Healthy School Air program.
- Implement grant funded education programs.
- Write grant reports and documentation.
- Manage project evaluation activities.
- Develop, build and maintain collaborative relationships with volunteers, schools, grantors, and other partners.
- Develop education materials (guides, post cards, posters, flyers, etc.).
- Proactively research, seek and write grant or other funding opportunities to optimize and increase agency resources.
- Participate in community outreach events.
- Assist with agency events.
- Other duties as required.

Required Skills:

- Experience with curricula and training development, educational material development, community outreach and education, youth volunteer management.
- Effective project management, including planning, implementation and evaluation.
- Experience with managing program budgets.
- BA or BS with at least three years' experience working with youth, some supervisory experience.
- Knowledge of relationship with area school and youth program staff helpful.
- Strong speaking and writing skills.
- Excellent computer skills.
- Excellent ability to work with people and demonstrated credibility.

- Ability to manage multiple tasks effectively and professionally.
- Nonprofit experience as either a volunteer or as a professional.
- Must be nonsmoker.
- Own transportation required.

This position requires flexibility in hours with both early morning and evening meetings and some weekends; must be willing to travel and outreach to volunteers and decision makers throughout our counties.

Position salary range \$38,000 to \$45,000 with generous benefits including medical, dental, vision, long term disability, life insurance, and 401k plan.

Resumes can be sent to:
Breathe California of Sacramento-Emigrant Trails
909 12th Street
Sacramento, CA 95814

Or emailed to:
Staff@ sacbreathe.org