

## **ROCKY MOUNTAIN YOUTH CORPS**

### **ASSOCIATE DIRECTOR**

#### **POSITION DESCRIPTION**

Rocky Mountain Youth Corps (RMYC) is a nonprofit youth development organization serving central and northern New Mexico. Rocky Mountain Youth Corps is a steppingstone to new opportunities. We inspire young adults to make a positive difference in themselves and their communities. Through training and service, Corpsmembers discover their potential for healthy, productive lives.

- Position Type:** Year round, full time, 8am-5pm M-F, with additional time as required by program schedule. Position is based in RMYC's Taos office.
- Salary:** Exempt, salaried, \$42,000 - \$60,000 per year, depending on experience.
- Benefits:** All benefits as provided for in RMYC staff manual, after 60-day probationary period.
- Reports to:** Executive Director

**POSITION PURPOSE:** The Associate Director offers organizational leadership and supports the Executive Director in evaluating community needs and ensuring RMYC programs are meeting those needs. The Associate Director will provide direct support to three programs at RMYC: Education Programs, Prevention Program, and Training Department. Finally, the Associate Director will support program staff in implementing evaluation tools to ensure effective programming and personnel management.

#### **MAJOR RESPONSIBILITIES**

- **Program Management:**
  - Design, implementation, direct supervision and evaluation for the Training Department, Education Program, Prevention Program and associated staff members.
  - Daily tasks associated with each program, including personnel management, risk management and program delivery.
  - Administrative tasks associated with each program including grant management and reporting, budget creation/management, staff recruitment and training, program partner recruitment and management.
- **Organizational Leadership:**
  - Collaborate with staff to meet the needs of regional programs. Replicate existing program models and seek new emerging models to meet the needs of partnering agencies, community organizations, community needs and member needs.
  - Collaborate with other Managers and the Executive Director in developing strategies for programmatic and financial sustainability.
  - Demonstrate and lead on high program quality for positive member experience and exceptional project accomplishments.
- **Strategic Planning and Evaluation:**
  - Support Program Managers in the implementation of science-based analysis and evaluation tools for RMYC programs, for external and internal uses.
  - Identify and develop annual objectives to sustain and enhance the outcomes of RMYC's mission.
  - Support implementation of RMYC's 2021 Strategic Plan

#### **OTHER RESPONSIBILITIES**

- Support Program Managers with Coordinator supervision including: training, development, and discipline.
- Attend conferences and trainings to maximize professional development.
- Determine professional and technical training needs for employees
- Attend regular organizational staff and Board of Director meetings
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS REQUIRED**

##### **Knowledge**

- Familiarity with public education systems.
- Knowledge of budgeting systems and fiscal oversight.
- Strong knowledge of best practices in the field of program development and evaluation, post-secondary options, professional development.

## **Experience**

- Minimum of 5 years' experience in nonprofit leadership, preferable in youth-related field
- Program management experience, including grant funded programs
- Human Resources experience: recruitment and hiring of staff, organizational HR policies/procedures
- Experience working with young people, preferably in an outdoor and/or experiential setting.
- Knowledge of Taos and Albuquerque area, local community organizations, educational and training systems, public agencies and private industry preferable.

## **Skills**

- Exemplary organizational skills.
- Outstanding managerial, mentoring, and problem-solving skills.
- Strong verbal and written communication skills.
- Good group facilitation skills.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Strong attention to detail and ability to organize tasks and prioritize to meet deadlines.

## **Behavioral Competencies**

- Ability to work well with people from diverse backgrounds.
- The ability to interact credibly and diplomatically with the Board; all levels in the Corps organization and the external community – tailoring communication effectively for different groups and stakeholders.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- An open, inclusive, team-oriented work style and ability to collaborate with senior leadership team at all locations.

## **Education:**

- College or vocational or technical training in education, youth development or a related field required. Four-year college preferred, but in exceptional cases, relevant work experience may be substituted for all or part of the education requirement.

## **Preferred Experience / Education / Certification:**

- Four year degree in a related field (education or non-profit management, environmental science)
- Bilingual: Spanish/English speaking preferred.
- Four years experience in curriculum development as related to youth development.
- Four years of management and supervisory experience.

## **Travel Requirements:**

- Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours.

## **Physical Activities and Requirements**

- To successfully perform essential functions the Associate Director is required to sit, stand, walk, speak and hear. The Associate Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Assistant Director may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

## **Other Considerations**

- Pre-employment background check will be required which may include the requirement that the applicant be fingerprinted for a FBI background check.
- Must have an insurable driving record
- RMYC staffs are expected to participate in regular weekend service activities, about 4 days per year.

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***The Rocky Mountain Youth Corps is an equal opportunity employer and does not discriminate against any individuals on the basis of race, color, gender, age, national origin, marital status, sexual orientation or disability. RMYC is a drug free workplace. All RMYC positions dependent upon funding availability.***