

JOB DESCRIPTION

Project Manager - Higher Education

About John Burton Advocates for Youth

John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California who have been in foster care or homeless by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions.

Diversity and inclusion are fundamental JBAY values. Together, our organization works to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our workforce, constituents, and our state, connecting us closer to the communities we serve. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. JBAY was founded in 2004 by California State Senator John Burton and has offices in San Francisco and Los Angeles. For more information about our work visit www.jbay.org.

Job Summary

The Project Manager in Higher Education position will provide technical assistance to partnering organizations, deliver training sessions, create written materials, convene and coordinate relevant stakeholders, oversee data collection, develop and implement strategies to achieve system level change, and assist with legislative advocacy to increase postsecondary educational attainment for foster and homeless youth and young adults in Los Angeles and throughout California.

This role reports to the Associate Director, Education and is based in Los Angeles, California.

To Apply

Please send your cover letter and resume outlining your fit for the role as a PDF document to info@jbay.org. Please use "Project Manager Higher Education - Your Name" as the subject line. Resume without a cover letter will not be considered.

Job Responsibilities

- Provide direct technical assistance to partnering organizations related to program goals.
- Organize and deliver in-person and web-based training relevant to program goals.
- Create written products including training curricula, technical assistance publications, toolkits policy briefs, and newsletter articles.
- Convene workgroups in coordination with other program partners, including cultivating workgroup membership by engaging a broad network of stakeholders.
- Coordinate activities, meetings, and events with a variety of stakeholders including public agencies, school districts, post-secondary institutions, community-based organizations, advocates for youth, and elected officials.

- Develop and implement strategies designed to achieve program goals and system level change.
- Oversee data collection efforts related to tracking progress towards initiative goals and prepare program evaluation reports.
- Assist with efforts to enact policy changes related to program goals.
- Interface with program funders as requested and prepare periodic grant reports.
- Assist Associate Director of Education with implementation of a statewide advocacy agenda.
- Participate in regular staff meetings and other JBAY team meetings as assigned.
- Maintain effective, honest, and professional communication with co-workers, volunteers, management, external non-profit organization personnel, legislative staff, and all individuals with whom they interact.
- Work independently and productively while keeping open communication with others.
- Effectively manage time.
- Consistently contribute to a safe and positive work environment.
- Maintain regular attendance and timeliness.
- Perform other duties as assigned or otherwise identified.

Required Knowledge, Skills, and Qualifications:

- Relevant bachelor's degree and 10 year's experience in the provision of technical assistance and training and/or advocacy OR
- Master's Degree in Public Policy, Higher Education, Social Work related field and 5 years of experience in the provision of technical assistance and training and/or advocacy
- Excellent written, interpersonal and verbal communication skills.
- Ability to maintain strong relationships with a wide range of partners.
- Ability to multi-task, research and meet deadlines.
- Self-directed and able to work with minimal supervision.
- Strong commitment to the mission of the organization and program.
- Ability to travel regularly throughout the designated area for this position; and periodically to other areas of California, including overnight travel.

Bonus Knowledge, Skills, and Qualifications:

- Experience in child welfare, higher education, college student homelessness or the high school to college transition.
- Ability to understand the breath of JBAY programs and the fields of foster care and youth homelessness.

Working Environment

This is a remote position that requires periodic travel to in-person meetings and conferences in Los Angeles, San Francisco and California, as needed.

Salary

This is a full-time exempt and at-will position. Starting salary is \$76,667 to \$86,614. Salary is commensurate with experience.

Benefits

JBAY provides an extensive benefits package including:

- 100% employee coverage of health, dental and vision; 50% coverage of spouse and/or dependents
- Vacation starting at 15 days per year
- 11 federal holidays
- Retirement plan with a match up to 5%
- Up to \$75 monthly cell phone stipend