

JOB DESCRIPTION

Senior Project Manager & Project Manager - Housing and Economic Mobility (HYBRID in San Francisco)

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.

We are looking for a **Senior Project Manager** and a **Project Manager** for the Housing and Economic Mobility program area.

Summary of Senior Project Manager and Project Manager - Housing and Economic Mobility

The Senior Project Manager and Project Manager in Housing and Economic Mobility entails providing technical assistance to partnering organizations, delivering and presenting training sessions, creating written materials, convening and coordinating with relevant stakeholders workgroups, implementing strategies, legislative advocacy, data analysis and research related to foster and homeless youths in California. In addition, the Senior Project Manager will engage in fundraising, grants and lead advocacy development and implementation.

Both are **HYBRID** positions performing work in the San Francisco office designated 2 days a week and remote 3 days a week.

Salary

This is a full-time exempt and at-will position. Starting salary for Senior Project Manager role is \$90,000 to \$104,000 and for the Project Manager role is \$78,000 to \$91,000. 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
- 100% employee coverage of life insurance, long-term disability and AD&D
- Vacation starting at 15 days and then after two years will be 20 days.
- 11 federal holidays.
- Retirement plan with a match up to 5%.
- Up to \$75 monthly cell phone stipend.
- Four weeks of paid Wellness Leave after five years with the organization.

Qualification and Skills Required:

- Relevant Bachelor's Degree and 10 years 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.
- Required ability to travel regularly throughout the designated area for this position; and periodically to other areas of California, including overnight travel once a month or more.

Bonus Qualifications and Skills:

- Experience in child welfare or other related social service fields.
- Ability to understand the breath of JBAY programs and the fields of foster care and youth homelessness.
- Knowledge of the state legislative process and experience with legislative advocacy.

To Apply

Please send your cover letter and resume outlining your fit for the role as a single PDF document to info@jbay.org. Please use "Your Name - Senior Project Manager, Housing & Economic Mobility or Project Manager, Housing & Economic Mobility" 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 program outreach materials, technical assistance publications, policy bills, and newsletter articles.

- Convene workgroups in coordination with other program partners, including cultivating workgroup membership by engaging a broad network of stakeholders.
- Coordinate activities with a variety of stakeholders including public agencies, school districts, post-secondary institutions, community-based organizations, advocates for youth, and elected officials.
- Develop and deliver presentations regarding the initiative goals at conferences and events.
- Develop and implement strategies designed to achieve program goals.
- 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.
- 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.
- Participate in regular staff meetings and other JBAY team meetings as assigned.
- Work independently and productively while still keeping open communication with others.
- Effectively manage time to avoid backtracking and delay of tasks.
- Deliver honest and professional communication
- Consistently contribute to a safe and positive work environment.
- Maintain regular attendance and timeliness.
- Perform other duties as assigned or otherwise identified.

In addition, Senior Project Manager Job Responsibilities

- Actively engages in fundraising activities for projects i.e. grants and manages the budget of projects and grants.
- Leads local or state-level advocacy development and implementation for program areas.