



INQUILINOS BORICUAS EN ACCIÓN

POSITION: *DIRECTOR OF YOUTH PROGRAMS (Full-time)*

ORGANIZATION DESCRIPTION: IBA-Inquilinos Boricuas en Acción established in 1968, is a dynamic community building agency dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming.

OUR MISSION: Inquilinos Boricuas en Acción (IBA) is a dynamic community building agency in the South End dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that build safe, vibrant and culturally diverse affordable housing communities.

JOB SUMMARY:

The Director of Youth Programs works under the immediate supervision of the Senior Program Director. The Director is responsible for overseeing the daily operations and staff supervision of the Children and Youth Programs including After School and Summer. The Director has a proven record of working with high risk and proven risk youth. He/She will coordinate partnerships with area colleges and organizations among others to help produce high caliber programming, and will recruit volunteers from local universities and area businesses. The Director will represent the agency at internal and external meetings as needed.

ESSENSIAL RESPONSABILITIES:

- Supervises, oversees and manages the work of the Children and Youth Program's staff.
- Develops, implements and coordinates the Children and Youth out-of-school and summer programming that integrates all the resources of IBA programs.
- Develops and implements project management procedures to ensure the effective coordination and integration of the programs and resources of the Children and Youth, Technology and Arts Centers.
- Prepares and reports of all grants, contracts and others for the programs.
- Assists with funds development and other fundraising activities to ensure all services are generated on a cost-effective basis.
- Assist the Chief of Finance and Administration with the management of the Children and Youth Programs' operational budget and for proposals
- Plans and manages the program Children and Youth Programs' budget.
- Works with Marketing and Community Outreach teams to develop an integrated marketing communication and outreach plans for the children and youth audiences that are in-alignment with the organization's annual and long term strategic planning process.



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- Attends trainings, forums, and conferences for professional growth and meet the requirements of current and potential funding sources. Also attends networking and fundraising opportunities. Attends relevant meetings representing the program and agency.
- Collaborates with other Programs Directors and other members of the management team to ensure the effective coordination of program schedules and related events for youth and families.
- Fosters partnerships and relationships with other community-based organizations, area colleges, arts organizations, police, schools, and businesses among others to enhance the development of children and youth programming at IBA.
- Represents IBA and the children and youth department at any relevant internal or external meetings as needed.
- Maximizes the potential of youth advocacy by contributing to advocacy strategies
- Provides direct service as needed.

OTHER DUTIES:

- Participates in Executive and All-inclusive Staff's meetings, trainings and development activities.
- Participates fully on the organization of annual Agency events, Three Kings Day, Membership Drive, Board Election, Festival Betances annual meeting, and other events related to the community
- Carries out ad hoc duties as needed to ensure IBA maintains its effectiveness

SKILLS / QUALIFICATIONS:

- Bachelors degree in human services, education, social work or related field; or at least three years of experience in a coordinating/administrative capacity in a youth services, family support or K-12 educational settings.
- Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development.
- Experience with and/or understanding of the application of information technology and arts education in project-based learning programs for children/youth in nonprofit or K-12 settings.
- Demonstrated knowledge of working with children/youth development models.
- Must meet CORI requirement
- Must maintain a current First Aid Training Certification and CPR Certification
- Appropriate certification in hand or able to obtain Certification from Massachusetts Department of Early Education and Care



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- Proven experience in program planning and development
- Excellent written and verbal communication skills.
- Bilingual Spanish/English, preferred
- Experience managing multiple projects and planning skills
- Ability to work under tight timelines
- Demonstrated ability to work a diverse range of programs and people and to influence interaction among groups with different perspectives and work customs.
- Highly positive and enthusiastic style capable of motivating others
- Ability to articulate a vision about preparing youth the future—from social, economic, cultural and personal perspectives—to partners, funders and the community.
- Skills and energy to build a team and lead effective staff development and training.
- Experience and competencies in working with people of diverse racial, cultural and socio-economic backgrounds.
- Experience with fundraising, preferred
- Proficiency use of computers and the Internet

HOW TO APPLY: Send your cover letter and resume to jobs@iba-etc.org or:
IBA - Inquilinos Boricuas en Acción / Job Postings
405 Shawmut Ave., Boston, MA 02118