

Position Announcement

WILD PROGRAM MANAGER

Position Title: WILD Program Manager

Position Type: Exempt 1.0 FTE, full medical/dental benefits

Schedule: 40+ hours per week with flexible schedule and some weekends

Supervisor: Deputy Director of InterIm Community Development Association

Salary: \$20-\$21.50 per hour/Full Time Position

About the WILD Program

The Wilderness Inner-city Leadership Development (WILD) Youth Program fosters environmentally informed, civically engaged and proactive youth leadership among high-school students, particularly young leaders of color from immigrant and refugee families. WILD develops leadership through outdoor service learning field trips, academic support, community projects with a social and environmental justice focus, and intergenerational programs with community elders. Since our inception in 1997, WILD has served over 900 primarily low-income, Asian and Pacific Islander (API) immigrant and refugee youth, ages 13-19, through our year-round environmental leadership program.

The WILD program follows a model that provides opportunities for wilderness and inner city environmental education and leadership skills development through three main program areas: community building, intergenerational engagement, and experiential learning.

- **Community Building:** WILD provides opportunities to participate in various community service projects that address community needs. Weekly youth groups meet to lead neighborhood projects related to environmental justice, neighborhood revitalization, food justice, public health, financial education, parks activation, and more.
- **Intergenerational Engagement:** WILD nurtures positive relationships among elders and youth through multi-lingual and culturally responsive intergenerational outreach, field trips & programming. We have intergenerational field trips to national forests to provide non-English speaking elders with an accessible outdoor experience for which youth serve as interpreters and guides. Youth also run an annual holiday dinner and gift drive for elders, who live alone in the community. Youth will additionally work with elders at the Danny Woo Community Garden.
- **Experiential Learning:** WILD's environmental education and outdoor field trips provide exposure to the natural environment for youth who ordinarily would not have the opportunity to explore regions outside of their local urban communities due to financial or cultural barriers. Our seven-week long Summer Program focuses on a particular environmental theme and includes a week-long camping trip and opportunities for older youth to serve as peer mentors.

Position Description

Job Summary:

This position is responsible for the operational success and implementation of WILD programs focused on developing leadership skills, facilitating community development projects and advocating for environmental justice among Asian and Pacific Islander immigrant/refugee high school youth and elders.

The Program Manager works independently and collaboratively with InterIm staff to plan, manage, and implement activities in the following areas: leadership development, youth workshops and field trips, curriculum development, recruitment, marketing, budgeting, partnership building, grant and report writing, and contract negotiations.

Essential Duties:

- Administrative & Fiscal Duties
 - Manage WILD program operations, development, implementation, and evaluation.
 - Manage program contracts and budgets; provide leadership in reporting, invoicing, data collection/tracking and evaluation, and other communication with partners and funders.
 - Collaborate with grant writer and other InterIm staff for WILD program and assist in securing additional resources to support WILD programming.
 - Lead negotiation of service program contracts with funding agency(s) (i.e. defining terms and goals, setting standards, and determining contract rates).
 - Identify, cultivate and nurture existing and potential partnerships for the WILD programs.
- Program Management
 - Create culturally-relevant curriculum or workshops on specific topics; Plan youth program meetings, projects, workshops and other activities with the support of staff and interns.
 - Collaborate on projects with different departments of InterIm, including the Danny Woo Garden, Financial Literacy, Community Engagement and Education, Healthy Communities, Planning, and Public Policy.
 - Plan and supervise leadership development & intergenerational field trips (with partners if applicable), including multi-day overnight activities in various settings (some wilderness activities, with some overnights and weekends required).
 - Facilitate & supervise youth program group meetings, workshops, homework help and special projects.
 - Oversee youth recruitment, enrollment, program advertising & marketing.
- Supervisory Duties
 - Oversee and direct program staff/intern supervision, training and development.
 - Recruit and supervise 2-4 yearly & quarterly student interns to support program; create intern learning experiences.
- Other duties as assigned

Minimum Qualifications:

- Strong combination of knowledge and experience in issues of environmental justice, community development, refugees and immigrants, youth development, and community organizing.
- Master's degree in a Social Services, Public Administration, Public Health, Social Work, or related field and three years' experience in program management with increasing levels of responsibility; or Bachelor's degree and five years' experience in social service field with increasing levels of responsibility.
- One year of facilitation with youth.
- Two years of successful supervision experience, particularly with youth and multicultural staff
- Experience with curriculum development; project management; training; and facilitation of small groups, community meetings, and workshops.

- Knowledge of Asian/Pacific Islander community issues, culturally relevant service delivery, organizational development and management, and human service systems.
- Experience with and enjoys working with any of these groups: high-school aged youth, students learning English as a Second Language, and/or Asian and Pacific Islanders;
- Demonstrated dependability & responsibility; works well both independently and collaboratively; Ability to quickly adapt to program needs with flexibility and calm demeanor.
- Experience working with and cultural understanding of youth from diverse backgrounds: including immigrant, refugee, and different cultural and socioeconomic backgrounds;
- Strong collaboration, negotiation, and advocacy skills.
- Strong oral and written communication/public relations skills.
- Working knowledge of Microsoft Office Software.
- Ability to manage multiple projects simultaneously.
- Bi- or Multi-lingual skills, preferably in an Asian language.
- Ability to undertake occasional moderately strenuous physical activities, including outdoor activities with exposure to the elements (such as overnight camping trips, hiking, trail work, gardening, working with tools, and lifting)
- WA State Driver's license, clean driving record and willing and able to drive large vehicles (12-passenger vans, SUVs, mini-vans).
- Must clear a multi-state background check

Preferred Qualifications:

- Knowledge and experience in grant proposal writing; environmental health and sustainability; aging; children, youth and families; budgeting techniques; financial management; management information systems.
- Successful experience working within a culturally and linguistically diverse environment.
- Experience with community organizing and advocacy.
- Experience working with API elderly populations
- Background in environmental justice areas, social work and/or education;
- Knowledge or experience with working in a leadership development model;

To apply: Please send a resume and cover letter with a list of 3 references. Resume packet can be sent via email to tim@interimcda.org.