

**Position Title: Youth Programs Manager**

FLSA Status: Exempt

Classification: Full-Time, 40 hours per week, salaried

Compensation: \$60,000 - \$72,800

Reports to: Executive Director

**Summary:** The Oregon School-Based Health Alliance is looking for a Youth Programs Manager. We'd love to talk with you if you are excited about supporting our mission of strengthening and sustaining school-based health services and systems. The Youth Programs Manager will develop, implement, and manage a variety of programs that increase the capacity of school-based health centers (SBHCs) and systems to promote healthy relationships and sexual health, positive youth development, and public policy. They will also lead the planning process with School and Education Service Districts to facilitate the decision-making and the creation of school health services.

OSBHA's organization's vision is for all children and youth to be healthy, learning, and thriving; we cannot achieve this vision until systemic racism, anti-blackness, and white supremacy have been dismantled. OSBHA has a goal to actively engage in practices that redistribute, share, and build power to change systems of inequity. The Youth Programs Manager should have an awareness of how racism and anti-Blackness harm marginalized communities, and a commitment to supporting youth with oppressed identities.

**How you'll spend your time:***Youth Adult Partnership*

- Plan, implement, and manage multiple programs related to youth healthy relationships and sexual health promotion, positive youth development, and public policy
- Provide coaching to adults on youth-adult partnerships
- Mentor and supervise the Youth Engagement Specialist, Student Health Advocates Coordinator and four youth interns
- Manage a grant program designed to assist school-based health centers in their efforts to initiate or strengthen adolescent sexual health promotion
- Assist with new program development and research new funding opportunities
- Work on crafting and packaging funding proposals including development of work plans and budgets
- Develop new opportunities for partnerships and collaboration

*School Health Planning*

- Plan and track multiple, concurrent projects related to school health planning
- Analyze existing data and provide recommendations
- Educate project stakeholders on school health services
- Manage partnerships with various educational and health partners

**What you are great at:**

- You have worked with youth and/or have a strong understanding of youth development and how to create strong youth-adult partnerships
- You have experience managing projects and have an understanding of planning, details and timelines
- You have worked with and built external partnerships
- You are analytical and can identify emerging themes and needs within a project or program
- You are diligent about follow-through, and make sure that your work is thorough and organized
- You are motivated and driven. You look for new challenges without waiting to be asked and you take ownership of your time
- You enjoy working solo as well as with team members and community partners
- You communicate clearly across a variety of platforms (email, phone, text, video calls, in-person, project management software)

### Perks:

- A chance to work with a dynamic and passionate team of youth and adults
- Flexible schedule
- Paid vacation and sick days
- Medical and dental insurance with no premium for employee
- We'll match your retirement savings for up to 3% of your pay (after working with us for 90 days)
- Healthcare flexible spending account (you can set aside wages pre-tax to pay for eligible medical expenses) and dependent care savings account (if you have dependents, you can set aside wages pre-tax to pay for eligible dependent care services, for example, daycare)

**Values:** OSBHA recognizes the value of a diverse workforce and believes a diverse work environment empowers our community. We strongly encourage all qualified candidates to apply regardless of race, ethnicity, gender identity or expression, sexual orientation, disability, family or parental status, or religious affiliation. OSBHA employees have developed a set of team values that define how we strive to accomplish our work and interact with each other.

- **Well-being:** We support self-care and a balanced life by respecting one another's assessment of limits and boundaries and recognize that health and well-being looks different for everyone. We celebrate successes and hold space during challenges.
- **Curiosity & Innovation:** We have a willingness to question existing systems/processes/ structures, push past status quo, and engage in practices that allow for creative ways forward.
- **Discomfort:** We welcome discomfort around examining our own beliefs and knowledge of oppression and white supremacy in order to allow for growth. As a team and as individuals we will explore and support each other as we work, learn, and evolve.
- **Accountability:** We accept responsibility for our actions, follow-through with commitments, ask for help or propose revised plans when needed, and act with transparency and clarity.
- **Integrity:** We are honest and authentic with self and others, true to our convictions, and our actions match our words.
- **Trust:** We commit to building a culture where we can trust in each other's abilities and intentions, and be vulnerable enough to give and receive honest feedback.
- **Collaboration:** We work together towards our individual and collective goals and support each other by offering knowledge and skills, and flexing work flows and responsibilities as feasible.

**Work Environment:** This is a partial-remote position. Our employees are currently working from home and you can expect to spend approximately 70% of your time working remotely (with the option of working in an office setting occasionally), and 30% of your time meeting with partners in the community (this could change depending on workflow). We have an office space with one desk that is shared between all of our employees, along with two conference rooms. OSBHA will provide you with a laptop that you can bring home to use for work. Accommodations can be made to enable individuals with disabilities to perform the essential functions.

**To Apply:** Send your resume, cover letter, and three references to [jobs@osbha.org](mailto:jobs@osbha.org). Please apply by Friday, August 20 at 5pm and use the subject line "Youth Programs Manager Position." We look forward to hearing from you!