



# Urban League of Palm Beach County, Inc.

*Empowering Communities.  
Changing Lives.*

## Job Description

**Title:** Youth Program Manager  
**Reports To:** Director of Youth and Education Programs  
**FLSA Status:** Non-Exempt  
**Department:** Youth and Education  
**Revision Date:** September 13, 2023

### Summary:

A Program Manager is responsible for the effective implementation, coordination and evaluation of specific programs areas.

### Duties and Responsibilities include the following: (Other duties may be assigned)

- Implements and manages special projects as assigned in relationship to Mentor VI (Mentoring Program) and Project Ready NULITES (National Urban League Incentive to Excel and Succeed) youth programs
- Ensures grant compliance and the operation of projects within the established grant goals and/or Urban League goals
- Develops systems for collecting and evaluating data for policy and program development and implementation
- Meets all performance standards and requirements established by the program grant and/or Urban League
- Serves as liaison to community-based agencies and institutions to further the goals of the Urban League via collaborations and partnerships
- Researches and advises the Director of Youth and Education Programs of needs, trends, and issues within program areas and recommends activities and strategies to address them
- Submits required programmatic paperwork, reports and assignments as required in a timely fashion including grant reporting
- Conduct outreach to promote Urban League's mission and effective grant implementation

### Standards for Measuring Performance

- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals
- Ability to work effectively with adolescents of diverse backgrounds, skills and abilities
- Ability to balance the needs and expectations of multiple constituents
- Excellent communication skills
- Outstanding organizational skills
- Positive and team-oriented attitude
- Computer skills, enabling use of Microsoft Word, Excel, Publisher, various data bases and Salesforce

**Rate of Pay - \$48,000-\$55,000**

**Youth Education/Management or Programming Experience – 3-5 years**

**Bachelor's Degree Required**

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