

JOB DESCRIPTION

Position Title: Community Connections Director	Job Status and Salary: Full Time, Exempt \$49,000-\$59,000
Department: Life Skills Academy & Drop-in Center/Street Outreach	Location: Admin Office (currently from home)
Reports To: Chief Operations Officer	Number of People Supervised: 2 direct, 8 indirect reports

POSITION PURPOSE

This position provides critical connection for youth between multiple New Day programs, the rest of the New Day agency, and the greater Albuquerque community. The Life Skills Academy (LSA) is designed to help young people connect with themselves, community members and their own education. The Drop-in Center is a community hub for young people to rest, relax and connect with new opportunities and services. Street Outreach offers a bridge for young people who are currently on the streets or unsafely housed to connect with positive adults and receive resources and supports. The Community Connections Director's purpose is to create an integrated and united approach to supporting young people they work with connect across New Day and other community resources. This position is a member of New Day's Senior Leadership Team and is responsible for providing leadership support and development to program Managers and to ensure all programming embodies New Day's 10 core values and central approaches.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Staff Development

- Provide regular supervision, evaluation and support for program managers and other staff as necessary.
- Create an environment that empowers staff to flourish to their fullest abilities.
- Be competent, or willing to become competent, in New Day's key approaches and core values and use them to provide modeling and coaching to staff.
- Be consistently present with and available to staff to ensure they have the guidance to carry out daily operations and make time sensitive decisions.
- Ensure all staff have access to meaningful growth opportunities to enable their best contribution at New Day and advance toward long-term career goals.
- Be in partnership with program managers in building, supporting and maintaining strong and effective teams.
- All other duties as required to ensure effective and smooth operation of the teams separately and as a whole.

Leadership of Programs, within the Agency and in the Community

- Ensure program and operations are guided by values and strategic priorities and have sufficient capacity to realize their intended impact.

<ul style="list-style-type: none"> • Responsible for designing the annual budget for the department and presenting it to the Executive Team.
<ul style="list-style-type: none"> • Responsible for managing the budget by reviewing and analyzing routine updates and making any necessary adjustments.
<ul style="list-style-type: none"> • Build and maintain relationships with key stakeholders: community social service providers, juvenile justice entities, local businesses, collaborative partners, community based instructors and schools,
<ul style="list-style-type: none"> • Develop employment resources & opportunities,
<ul style="list-style-type: none"> • Monitor and approve all purchasing according to policy and in relationship to the annual budget and what is allowed per each contract,
<ul style="list-style-type: none"> • Review and assist program managers in writing all program reports,
<ul style="list-style-type: none"> • Maintain and update quality assurance plans for each program and department, reviewing on a monthly basis and reporting to the CPO and CEO on a quarterly basis,
<ul style="list-style-type: none"> • Work with Director of Impact and Training to ensure all data collection systems are accurately set-up and capture all required data,
<ul style="list-style-type: none"> • Contract management- ensure all contract outputs and outcomes are tracked, measured and reported on a regular basis,
<ul style="list-style-type: none"> • Complete all grant reports and ensure accuracy and timely submission,
<ul style="list-style-type: none"> • Write strong funding proposals and work with New Day's Executive Team to complete grants.
<ul style="list-style-type: none"> • Participate in New Day's Leadership team and represent New Day as a leader in the community and within the agency.
<ul style="list-style-type: none"> • All other duties necessary to assure the success of Community Connections programs and the greater New Day agency.

EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)**

- Bachelor's degree in social services, education or other related field.
- 5+ years non-profit or public sector leadership and management experience.
- 5+ years of experience working with youth and or adults that have experienced homelessness, trauma, and/or system involvement.
- Experience in coalition building and program development, required.
- Cross-cultural experience and proven ability to forge strong relationships with diverse staff and stakeholders.
- Process-oriented, methodical planner.
- Success in managing staff and developing leaders.
- Outstanding interpersonal intelligence and active listening.
- Excellent oral and written communication skills.
- Detail oriented.

CONDITIONS OF EMPLOYMENT
(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.
Must have car, valid driver's license, and meet state required automobile insurance minimums.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:
PC and standard office equipment, including utility dolly

Physical Requirements:
The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: 8/10/2020	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Executive Director/Department Director	
Signature:	Date: