

Position Description: MD Programs Manager, Asian American LEAD

Type: Full-time, exempt

Position Start: September-October 2021

Location: Montgomery County, Maryland

Area of Focus: Education, Youth Development

Salary & Benefits: AALEAD offers a compensation package that includes a competitive salary of \$49,000; fully paid premiums for medical, dental and vision coverage; fully paid life insurance; long- and short-term disability insurance; a 403B program; opportunities for training and development; 10 days of annual leave per year, 6 days of sick leave per year, plus all federal holidays off.

Asian American LEAD's mission is to support low-income and underserved Asian American Pacific Islander youth with educational empowerment, identity development, and leadership opportunities through after-school, summer, and mentoring programs. For more information, please visit our web site at www.aalead.org.

Asian American LEAD is seeking a full-time Maryland (MD) Programs Manager to lead our Maryland regional programs primarily by developing and leading strategies, processes, and partnerships for impactful youth-centered program opportunities in the region. The ideal candidate will be driven, detail-oriented, and forward-looking. The ideal candidate will have a proven ability to develop mutually beneficial partnerships, build positive team culture, inspire team members to achieve positive results, and develop systems for program success. They will be committed to getting results in a fast-paced environment and able to lead multiple priorities simultaneously. The MD Programs Manager will engage staff, community partners, families, and youth to provide new opportunities for low-income and underserved Asian American and Pacific Islander (AAPI) youth in the Montgomery County region.

The MD Programs Manager will be part of a dynamic and committed team working to provide new opportunities for low-income and underserved Asian Pacific American youth in the MD region. The MD Programs Manager will oversee AALEAD programs in Montgomery County, MD and be responsible for the successful implementation of programs focused on helping youth grow in AALEAD's three outcome areas: educational empowerment, identity development, and leadership opportunities. They will use AALEAD's performance management systems to develop improvement strategies for program delivery. They will provide information for grant applications, track results for grants received, and lead regional reporting. The MD Programs Manager reports to the Programs Director. The MD Programs Manager is responsible for the following duties:

Program Management (75%)

- Oversee successful implementation of after school and summer youth programs in Montgomery County, MD
- Develop and implement curricula focused on helping youth grow in AALEAD's 3 outcome areas: educational empowerment, identity development, and leadership opportunities

- Directly supervise program staff to ensure effective and safe administration of after school programs and develop goals, priorities, and initiatives for program year
- Manage community, school, and partner relationships to provide new opportunities for youth
- Achieve program goals for youth served and program outputs
- Support program staff hiring and onboarding
- Ensure proper program data and evaluation information is tracked in in AALEAD data systems
- Provide on-site program supervision, coaching, and feedback to support professional development of program staff and to develop rapport with program youth
- Provide ongoing professional development to supervisees including individual coaching, referrals to professional development materials, and assigning external trainings
- Contribute to decision-making on program and organizational decisions, strategy, and responsive planning as a member of the Programs Leadership team
- Lead annual program evaluation through administration of program quality review and improvement process
- Assist with recruitment and enrollment for all MD programs
- Manage regional program calendar of events

Grants & Development (20%)

- Oversee grant tracking and reporting for MD programs
- Lead MD program grant report creation and collect grant information from program staff
- Achieve MD grant program requirements including; program and youth goals, background checks, certifications
- Support Programs Director to meet with program funders and advocate for regional program funding
- Support Development efforts to provide relevant program data and narrative content for grant applications
- Document program success through photos, videos, testimonials, and other means for fundraising use

Administrative Duties (5%)

- Manage day-to-day logistics related to the MD office
- Approve time sheets and reimbursement requests for supervisees
- Develop and track regional budget, including spend-down of grants as needed
- Track data and ensure MD programs are meeting grant-required goals and maintain program support documentation
- Other duties as assigned

Qualifications:

- BA/BS in education, social work, liberal arts, or related field OR relevant work experience
- Practical knowledge of management and positive youth development principles
- Excellent communication, interpersonal, leadership, coaching, and conflict resolution skills
- Time and project management skills
- Ability to analyze processes and information, identify problems and trends, and develop effective solutions and strategies
- Commitment to providing exceptional programs to youth and support to staff members
- Experience in program evaluation

- Solid oral and written communication skills
- Direct experience working with youth or teaching
- Sensitivity to the needs of immigrant youth and families
- Organized and attentive to details
- Ability to work Monday-Friday schedule; flexibility to work some weekends, evenings, and holidays
- Fluency in any Asian language is strongly preferred

How to Apply

Please submit a single PDF file of your cover letter and resume to AALEAD's Programs Director, Ari Pak, at apak@aalead.org. Please type "Application for MD Programs Manager" in the subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis until the position is filled.

What else you should know

A Note On Hiring and Employment During COVID-19: AALEAD follows safety guidance of state, county, and school districts regarding social distancing and in-person operations. At this time, operations are completed through a hybrid of remote and in-person duties. At this time, program positions require some in-person program implementation and meetings. While working remotely, staff must have access to a reliable Internet connection, computer with audio and video, phone, and other accessories required to complete job tasks. When in-person, this position requires travel to program sites and intermittent travel to events and AALEAD offices.

Equal Opportunity: AALEAD is an equal opportunity employer; please read AALEAD's full [EEO Notice](#) on our website.