



Program Manager - Asian American LEAD

Position Title: Program Manager (hiring two positions)

Type: Full-Time

Location: Hybrid office setting based out of DC (School and community-based sites in Northern Virginia and Washington DC; Montgomery County, Maryland)

Position Start: August 1, 2023

Area of Focus: Education, Youth Development

Salary & Benefits: Asian American LEAD (AALEAD) offers a compensation package that includes a competitive salary range of \$49,000-\$62,000; 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 is an established DC based nonprofit organization focusing on positive outcomes for AAPI youth in the DC, Northern Virginia, and Maryland region. Celebrating its 25th anniversary in 2023, AALEAD has served thousands of young people since its inception through afterschool, summer, and mentoring programs. AALEAD believes that all youth can succeed and have the capability of making decisions that impact their education and future. Guided by a new five-year strategic plan and poised for growth and deepening impact throughout the Asian American and Pacific Islander (AAPI) community and across the region, AALEAD seeks an energetic and community centric individual to join a dynamic and committed team as Program Manager. The individual will play a critical role in cementing and sustaining relationships with various stakeholders while also supporting a team of program implementors in provide new learning and leadership opportunities for underserved Asian American and Pacific Islander youth from three target communities: Northern Virginia, Washington DC, and Montgomery County, Maryland.

The ideal candidate will have a proven ability to building strong team culture, inspiring team members to achieve positive results, leading by example, and be masterful in weaving relationships with stakeholders in each school community. The Program Manager must be committed to ensuring positive and lasting impact in the lives of program participants, and their families. This position provides an opportunity in developing the next generation of leaders who will contribute to building stronger communities.



Asian American LEAD's mission is to empower AAPI youth in underserved communities through culturally responsive programming and advocacy. For more information, please visit our website at www.aalead.org.

Position Description: The Program Manager will oversee the successful coordination of program materials and supply logistics and successful implementation of AALEAD afterschool and summer youth programs in Northern Virginia and DC area. This individual will be responsible for ensuring the successful implementation of programs focused on helping youth connect with and grow in three outcome areas: *Educational empowerment, Leadership, and Identity*. This role serves as a bridge builder between AALEAD youth programming, school communities and the larger community surrounding these schools to foster a sense of connectivity and belonging. This role also provides training, coaching, and management to a team of Youth Facilitation Coordinators and Aides while also collaborates with the Program and Development Directors to ensure accurate program reporting and storytelling for fundraising activities.

As we strive to successfully execute our mission, we, collectively and individually, must live and breathe our organization's core values of inclusion, community, equity, relationships, and learning. These values are the guideposts for furthering our mission-aligned strategic initiatives.

Role Profile and Responsibilities: The Program Manager reports to the Program Director and should demonstrate the following in the delivery of their responsibilities:

Leadership

- Participate in regular strategy and planning sessions with the Program Director and program staff.
- Develop, maintain, and manage local school and community partnerships to successfully provide new and meaningful opportunities for youth.
- Provide on-site program supervision, coaching, and feedback to support the professional development of youth Facilitation Coordinators and Aides, and to develop rapport with program youth.

Program Management

- Oversee successful implementation of school-based programs for youth.
- Directly manages and supports Youth Facilitation Aides to ensure successful coordination and administration of program and site logistics details.
- Directly manages and supports Youth Facilitation Coordinators to ensure effective and safe



administration of programs in line with organizational goals, priorities, and initiatives.

- Support hiring managers by delivering training during the onboarding process.
- Engage in program planning and decision-making as an active member of the Programs Leadership team.

Program Operational Management

- Approve time sheets and reimbursement requests for supervisees.
- Work with the Finance Manager, ensure that the program is within budget, and that spending is aligned with supporting grants.
- Collaborate with the Program Director and Development Director on reporting and fundraising efforts as needed.
- Use the AALEAD data tracking system, generate the required reporting data to support program evaluation, improvement, and grant reporting.
- Use the organizational tools and processes for successful program administration.

Qualifications and Competencies: Qualified candidates for this position should possess the following core competencies and skills:

Core Competencies

- Communication
- Dot connector
- People Developer
- Relationship Weaver
- Problem Solving

Skills and Qualifications

- Three to five years of relevant experience in social work, education, or a related field. BA/BS in education, social work, liberal arts, or a related field is highly desirable.
- Commitment to providing exceptional programs to youth and support to staff members. Direct experience working with youth or teaching is highly desired
- Strong understanding 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.

- Knowledge of program evaluation processes.
- Solid verbal and written communication skills.
- Previous experience working with and/or knowledgeable about the issues and needs of AAPI immigrant youth and families.
- Organized and attentive to details.
- Ability to work a Monday-Friday schedule; hybrid, and flexibility to work some weekends, evenings.
- Fluency in any Asian language is strongly preferred.

Equal Opportunity Employer

AALEAD is an equal opportunity employer and prohibits discrimination in any aspect of employment based on an individual's race, color, religion, creed, sex, national origin, ancestry, age, mental or physical disability, medical condition, marital status, pregnancy, sexual orientation, gender identity, gender expression, any veteran status, any military service or application for military service, genetic disposition or carrier status or any other category protected by federal, state or local laws.

How to Apply:

To apply, please email your resume and a cover letter indicating your alignment and interest with the role. In the subject line, indicate the role you are applying for (i.e. "Application for Program Manager"). Please email all materials to Akil Vohra at info@aalead.org.