



## JOB DESCRIPTION: *PROGRAM ASSOCIATE*

This position will be responsible for helping to achieve our mission by supporting Youth ALIVE!'s programs and program staff.. The Program Associate, reporting directly to the Deputy Director, will be responsible for providing administrative and programmatic support to Youth ALIVE!'s programs, including data entry and reporting, schedule management, billing support, and file review.

### **ABOUT YOUTH ALIVE!:**

Our programs engage in violence prevention, intervention and healing: **Prevention:** Teens on Target (TNT) – TNT trains high school students and young adults from neighborhoods with high levels of violence to be Peer Educators and civic leaders. Advocacy - Our staff and youth leaders work with civic, state and federal leaders to design and pass sensible policies that reduce gun, gang, family and dating violence. We are founding partners of the National Network of Hospital-based Violence Intervention Programs (NNHVIP) to share knowledge, collaborate, affect policy change, and nurture emerging programs. **Intervention:** Caught in the Crossfire (CiC) – CiC is a hospital-based peer intervention program designed to promote positive alternatives to violence and to reduce retaliation, re-injury and arrest. Violence Interruption - Our Violence Interrupters take to the most dangerous streets at the most dangerous times of night to engage young people, to diffuse tensions, mediate conflicts and encourage alternatives to violence. Pathways - Mentorship program that helps young people make the transition back home from incarceration, back into school, and back into stability. **Healing:** The Khadafy Washington Project (KWP) – KWP provides critical response to family and friends of homicide victims in order to prevent retaliation and promote healing. START – Using and disseminating our Screening and Tool for Awareness and Relief of Trauma. Counseling – Counselors provide community-based mental health services in collaboration with the frontline staff of our other programs. Our goal is to assist each client in their own roadmap to healing.

### **GENERAL DUTIES:**

#### Data Entry and Reporting

- Support data collection, analysis and reporting for all programs
- Daily and weekly data entry support for Caught in the Crossfire, Pathways, Khadafy Washington Project, Violence Interruption and Teens on Target
- Run weekly and monthly program data reports for internal use
- Assist Development Team with data requests for reports and proposals
- Prepare data-specific reports for certain funders, including Delinquency Prevention Network
- Manage data entry for funder databases, e.g. State of California Trauma Recovery Center

#### Administrative support

- Provide Violence Interrupter program with administrative support, including schedule development and tracking on-call and overtime

- Work with program managers to review documentation for quality and accuracy, weekly caseload reports
- Assist with tracking and invoicing for reimbursable funding sources such as Medi-Cal Administrative Activities or Victim of Crime
- Assist with agency events as needed
- Actively seek out and perform other agency services support functions and perform clerical duties, as requested or required by program personnel
- Reconcile petty cash for Intervention programs
- As needed, assists in preparing and processing mailing and other agency projects which require organization and attention to detail

#### Programmatic Support

- Take, transcribe and distribute program meeting notes and minutes for all program meetings
- Provide occasional transportation and other in-person support to program activities for clients

### **QUALIFICATIONS:**

#### **Required:**

- High School diploma or GED.
- Three years of nonprofit experience.
- High level of proficiency with general office PC applications (i.e. MS Word, MS Excel, MS PowerPoint) and comfort with learning new applications as required.
- Passionate interest in youth violence prevention
- Experience working with communities at highest risk for violence
- Well organized, demonstrated ability to prioritize, detail-oriented
- Friendly, helpful attitude and willingness to pitch in to help the agency achieve our mission
- Proven job diligence, dedication and attention to detail.
- Demonstrate excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees and vendors.
- Ability to effectively manage multiple projects and priorities giving careful attention to detail and taking initiative when needed.
- Proven ability to handle confidential material accurately and with sensitivity.
- Car, insurance and CA driver's license

#### **Desirable Skills:**

- Database experience a plus
- Advanced computer skills; broad Internet knowledge and research abilities
- Passionate interest in violence prevention and serving urban communities experiencing violence.
- Residence in Oakland and/or deep knowledge of Oakland communities.
- Applicants with personal experience in overcoming violence (to themselves and/or a loved one) / violence-related injuries / the criminal justice system are especially encouraged to

apply.

- Bilingual (Spanish/English) a plus.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

- Talk, hear, Clear vision at 25 inches or less to view computer screen and read documents
- Must be able to sit at desk and work on a computer for 4-5 hours/day
- Must be able to lift and carry 25 pounds
- Working conditions typical of an office environment
- Exposure to moderate levels of noise such as computers, printers, light traffic

This is a full-time position, 40 hours per week.

**SALARY AND BENEFITS:** Competitive salary (starting salary dependent upon experience: \$44,000 - \$49,000). Full-time (40 hours per week) non-exempt position. Generous benefits package includes: Medical/Dental/Vision/ Dependent coverage/Vacation/Sick Leave/Retirement/Prof. Development/Education Reimbursement.

**TO APPLY:** Please send cover letter and resume by email to [jobs@youthalive.org](mailto:jobs@youthalive.org). Please include your name and “Program Associate” in the subject line and all attachments and include your salary requirements in the cover letter. Only complete applications (a cover letter and resume with name in subject line) will be reviewed. Due to the volume of applicants, we will only be contacting those to be interviewed. No phone calls or visits please.

**Youth ALIVE! is an equal opportunity employer.**