



SAYE OUR YOUTH

SOY Center • 2045 Meyer Place, Bldg. E • Costa Mesa, CA 92627 • 949-548-3255
email: info@save-our-youth.org website: www.save-our-youth.org

SOY's mission is to provide a safe and welcoming space for teens to find hope, to nourish a sense of self and an ability to grow, and to develop interests and skills to become productive members of society

The Organization

SOY is a small organization with a lot of heart that has changed the lives of thousands of underprivileged youth on the Westside of Costa Mesa. Serving approximately 400 teens per year, SOY has a committed, working board of directors and a strong community support system with thousands of individual and business donors as well as grants from both community and private foundations. SOY has strong ties and partnerships with local universities and colleges and schools, such as UCI, OCC and Coastline, and the Newport Mesa Unified School District, as well as other nonprofits including the YMCA, Girls' Inc., Assistance League, Boys & Girls Club, Youth Employment Services, and LoveArt& among others. Volunteer groups, student groups and church groups also volunteer and donate to SOY's mission and provide a large array of services.

Since its inception in 1993, SOY has provided more than \$4.2 million in scholarships for over 500 first generation youth to go to the best colleges and universities in California, as well as helping them with college applications and college tours and college preparedness. Over 10,000 teens from the Westside of Costa Mesa have participated in SOY programs in the last 30 years, including tutoring, arts & music, and innovative enrichment and fitness classes, sports teams. as well as community events, community service and connection to the beautiful outdoors, including hiking and learning water sports in the local beaches and mountains. SOY has a mentoring program and also takes students on over-night camps in the summer, college tours on weekends and spring breaks and provides a place to study and relax on an on-going basis in their after-school teen center. Please check out SOY's website to see all that it offers the youth in Newport-Mesa. www.save-our-youth.org

JOB DESCRIPTION: SOY DIRECTOR OF PROGRAMMING & COMMUNITY OUTREACH

Leading SOY's Programming and Managing Employees, Interfacing with Community Members and Volunteers, and working with Community Partners

This includes:

- *Being Responsible for day-to-day programming of the center*
- *Developing new and innovative programming in order to offer SOY students, both junior high and high school, opportunities to enrich their lives and learn new skills*
- *Supervising College Corps Fellows, Staff and Volunteers* which includes scheduling, placement and deciding best use of talent to serve the students of SOY
 - *Developing relationships with staff* to help them plan new programs for the students we serve, publicize good works, connect on an ongoing basis with the school district and local partnerships, and involve alumni in SOY activities
 - Cultivating a strong team-oriented culture at SOY with an emphasis on collaboration, which means being a team player with all SOY staff and students, helping them get involved in a variety of activities at SOY, including community service activities among others.
 - *Providing tours and scheduling events* to involve the donors and community partners of SOY and to connect them with events in which SOY students are involved
 - *Helping match volunteers or partners* with active classes or events planned at SOY or developing new programs that would engage our donors or partners

- *Collaborating with current partners and overseeing consultants* that provide programming to SOY students in order to continue strong and effective programming at SOY
- *Encouraging friends of SOY* to continue to contribute of their time, money and talent to help plan SOY's future

Reaching out to the community and connecting to partners and volunteers, in order to keep SOY active, alive and sustainable.

This includes:

- *Reaching Out to Community Partners*, including the City of Costa Mesa, the Newport-Mesa Unified School District, Girls Inc, the OC YMCA, Laguna Playhouse, Laura's House, Boys & Girls Club, Orange County Soccer Club and other organizations, to discuss current collaborations, inform them of our events and encourage them to be more active partners with us in providing services to our youth
- *Reaching Volunteers* through service groups, church groups, universities, businesses—both large and small—corporate and small business, friends and family.
- *Reaching out to Parents* and to encourage them to share their talents and expertise with their students and the students at SOY
- *Reaching Alumni* through connections with SOY, community, friends and family and social media, in order to encourage them to join our support circles and give back to SOY
- *Reaching Donors* through these same organizations and connections, helping the Fund Developer and/or Executive Director to accumulate gifts, grants, and sponsorships, and support for major fundraisers through interest in SOY
- *Reaching the Press and News Organizations*, including internet sites, through press releases, articles, letters, newsletters, constant contact emails, and our website

Qualifications of the Job

- Three to five years experience in a management position in a nonprofit in Orange County
- Experience working with schools or cities and interfacing with other nonprofits
- A collaborative and team spirit to work with a variety of staff, volunteers and community partners
- Strong leadership qualities and management experience, including exceptional relationship-building skills, with the ability to inspire, motivate and lead a talented staff and a host of volunteers.
- Experience and passion for working with young people and teens in a positive environment, and an ability to motivate them to reach their potential and a willingness to mentor them.
- Ability to make frequent changes of routine and pace of activities due to unpredictable demands from students, volunteers, parents and unforeseen issues without loss of composure
- Highly efficient in time management and can meet deadlines under pressure. Well organized, well-disciplined and a self starter is extremely useful.
- Understand that during the center hours, it is important to lead, with a focus on the students, keeping a healthy and easy-going atmosphere for study and recreation, but also providing opportunities for donors and community members to tour, interact and participate as volunteers.
- Adaptability to a variety of situations and an ability to make all feel at ease
- Bilingual in Spanish Highly recommended
- Bachelor's Degree required
- A Masters Degree or MBA is a plus but not required

Status:

- Full time employee, 40 hours a week plus health benefits (including vision and dental) and 2 weeks paid vacation plus school holidays
- Location—SOY Center in Costa Mesa
- Required to be on-site at center during operating hours, Monday-Thursday, 4:00-8:00pm, Friday, 4-7:00pm, with work hours 11 to 8pm (with one hour lunch) and depending on community and volunteer outreach, may vary to be off site visiting partners during business hours.

- Participate in some off-site activities with the teens or staff depending on scheduling and availability, including and may not be limited to special programming and outreach
- Weekend hours may occasionally be a part of the workweek and flexibility will be needed based on the activities for the students planned with community events and community outreach

How to Apply:

- If you would like to apply for this leadership opportunity, please submit your resume with a cover letter, explaining why you would be an asset to the organization and how you would help oversee SOY's programs and community outreach and help executive director reach more donors to support the organization; also include salary needs or salary history to:
mary@save-our-youth.org with *SOY Director of Programming & Community Outreach Position* in the subject line
- If you would like more information about the organization, please go to our website:
www.save-our-youth.org