

OREGON FOSTER YOUTH CONNECTION Program Manager - Position Announcement

Organization Overview: Children First for Oregon (CFFO) ensures all children in Oregon have the opportunity to thrive by empowering communities to advocate for kids. CFFO is a statewide, nonprofit organization that was founded in 1991 to galvanize community support and inform decision-makers about the solutions kids need. Children have distinct rights, and we are devoted to ensuring kids are prioritized in all decisions impacting their lives. For more information about Children First for Oregon, see www.cffo.org.

Program Overview: Oregon Foster Youth Connection (OFYC), a program of Children First for Oregon (CFFO), is a statewide, youth led, advocacy group of current and former foster youth between 14 – 25 years of age. OFYC youth members shape every aspect of what OFYC is, how it is structured, which policies to work on, and in which activities to participate. With support from CFFO staff, and training from Foster Youth in Action, OFYC trains and empowers youth to actively participate in the development of policies, programs, and practices that improve the lives of the thousands of kids in foster care. To learn about the OFYC program, see oryouthconnection.org or www.cffo.org/ofyc

Position Overview: The Oregon Foster Youth Connection (OFYC) Program Manager is responsible for supporting the program's youth-led advocacy work. OFYC members dream big and their ideas for impacting the Oregon foster care system are amazing. This position will be instrumental in supporting youth success throughout their participation in OFYC. The Program Manager will work with the Program Director to support youth as they continue to develop the program and their ideas for change. This position reports to the OFYC Program Director.

Primary Responsibilities:

- Develop, implement, and document outreach and engagement strategies to reach youth from across the state who represent the diversity of youth in the foster care system;
- Engage, empower, and support youth members as they participate in a variety of program and advocacy opportunities, such as the legislative process, panels, and committee meetings (particularly among key state-level decision makers), community events and more. This will involve coordinating logistical support, such as transportation, and providing support in meeting preparation, facilitation, presentation, and debrief;
- Help OFYC youth translate the foster care experience into applied knowledge and expertise;
- Leverage relevant social media and other communications channels to engage and support youth;
- Work with a newly developing OFYC Advisory Committee as they strategize program development and prioritization;
- Collaborate with necessary systems, such as DHS child welfare, Independent Living Programs, the juvenile court system, the legislature, and other state agencies to support youth-led advocacy;
- Engage and inform the community and stakeholders about OFYC, the youth-led model, and youth priorities; and

- Support administrative tasks, including database management, and evaluation of the program on an as needed and on-going basis.

Qualifications:

- Ability to invest in developing and maintaining strong and trusting relationships with youth;
- Demonstrated experience in working with diverse populations and youth;
- Commitment to youth development, empowerment, and elevating youth voice;
- Commitment to diversity, equity, and inclusion;
- Discretion in handling sensitive or confidential information;
- Knowledge of Oregon's foster care and legislative systems, and the impacts of trauma;
- Undergraduate degree or related education/experience;
- Strong computer skills including web-based research, database management, bulk email systems, and Microsoft Office programs;
- Experience with social media platforms, such as Instagram, Snapchat, Facebook and Twitter;
- Excellent written and verbal communication skills, including active listening;
- Ability to multi-task and shift priorities, to work on a team, and to both lead and follow;
- Attention to detail in composing, typing, and proofing materials; and
- Ability to maintain a healthy personal balance in light of exposure to others' traumatic experiences.

Other Requirements:

- Valid Driver's License;
- Ability to successfully complete a background investigation; and
- Availability for evening and weekend hours as needed.

Candidates with lived experience in foster care and/or diversity are highly encouraged to apply.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Compensation:

Salary range for this full-time, exempt position is \$41,000 - \$43,000, depending on experience and qualifications. Compensation also includes generous holiday, vacation, health/dental and retirement benefits.

Application Process and Timing:

Interested applicants should submit a cover letter and resume to Glynda Barton at glynda@cfo.org. Interviews may begin as early as Monday, April 2, and candidates will be *considered on a rolling basis*.

Children First for Oregon is committed to diversity, equity, and inclusion, and is an equal opportunity employer. CFFO values a diverse and culturally competent workplace. We seek

applicants with differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socioeconomic status, veteran status, and other characteristics that make our employees unique.