Director of Youth Programs
Job Description

Our Work
Break the Cycle is a national nonprofit organization with offices in Los Angeles and Washington, DC. Break the Cycle’s mission is to engage, educate and empower youth to build lives and communities free from domestic and dating violence. We envision a world in which young people have the rights, knowledge and tools to achieve healthy, nonviolent relationships and homes. Our organizational values include: Innovation, Integrity, Respect, Resourcefulness, Young People Themselves, and Our Community. Every action, decision, program activity or other initiative we undertake must be consistent with our mission, vision and values. It must also aim to further Break the Cycle’s goals of: Educating Youth, Encouraging Youth Activism, Advocating for Systemic Change, Meeting Our Budget, Maintaining Our Budget, and Preserving the Institution.

Job Summary
The Director of Youth Programs is responsible for overseeing Break the Cycle’s youth education and activism programs. The Director of Youth Programs is a part of the organization’s national management team. S/he reports directly to the Deputy Director, with certain administrative reporting to the Executive Director (due to office location), and s/he supervises program staff, volunteers and interns.

Essential Responsibilities
Responsibilities of the Director of Youth Programs (as they relate to the organization’s major goals) include, but are not limited to:

- Developing, implementing and monitoring progress toward short- and long-term education and youth activism program strategy and goals.
- Supervising, setting goals with and for, and reviewing the performance of program staff dedicated to youth education and youth activism.
- Overseeing the creation, development, production, updating and distribution of all Break the Cycle education and youth activism tools, including curricula, videos, public education campaigns, toolkits handouts and web-based resources.
- Cultivating collaborative relationships to further the reach and impact of Break the Cycle’s youth-focused programs.
- Overseeing in-person youth education and youth activism activities, including monitoring their goals and efficacy.
Goals: Meeting Our Budget, Maintaining Our Budget, and Preserving the Institution

- Working collaboratively with development department staff to support fundraising, media and communications efforts that further program goals.
- Participating in writing program budgets and budgets for special projects and grants.
- Managing expense budgets for program efforts.
- Serving as a public representative of the organization and expert on the issue of teen domestic and dating violence.
- Managing data tracking system to measure and report on program outcomes and efficacy to funders, community supporters and collaborative partners.
- Preparing monthly, quarterly and annual reports as requested by the Deputy Director, Executive Director and Board.
- Actively reinforcing organizational culture and agreements.

Qualifications

- Bachelor’s degree required; graduate degree in law, education or other relevant field strongly preferred.
- Minimum of five years experience in nonprofit program development, implementation and management.
- Knowledge and experience in issues related to domestic violence, youth and/or the law.
- Knowledge of the use of emerging technologies in nonprofit service delivery strongly preferred.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
- Strong written and verbal communication skills.
- Strong interpersonal, supervision, administration and management skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude.

Break the Cycle is an equal opportunity employer.

Interested applicants should submit cover letter, resume and salary requirements to:

ypdirector@breakthecycle.org

Break the Cycle
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