



Position Title: Law Program Manager

Reports To: Associate Director of Programs

Status: Exempt, Full Time

Location: Based in Santa Clara County (Milpitas office)

About Fresh Lifelines for Youth

Fresh Lifelines for Youth (FLY) is currently operating in Santa Clara, San Mateo and Alameda Counties. Working with juvenile justice youth and those at-risk of entering the system, FLY's mission is to prevent juvenile crime and incarceration through legal education, leadership training and one-on-one mentoring. At FLY, we believe that all our children deserve a chance to become more than their past mistakes. However, many children who end up in the juvenile justice system often do not get that chance and they do not have the knowledge, skills or support they need to lead productive lives. They often believe that by the time they are 18, they will be in prison or dead. But, it doesn't have to be this way.

FLY provides legal education, leadership development and mentoring to youth, builds a community who will support their healthy development and helps our juvenile justice systems be more effective and humane. As a result, FLY works collaboratively with all our system partners to actively engage in system reform efforts, and FLY is often asked to take a leadership role in local detention reform work. Together we inspire our at-risk youth and give them a chance to transform from juvenile delinquents into positive community leaders, creating a safer, healthier and happier community for us all.

For more information about Fresh Lifelines for Youth please go to: www.flyprogram.org.

Brief Description: The Law Program is a 12-week legal education course with experiential components that inspires youth to change their behavior and builds their skills and confidence to help make change possible.

Program Components:

12-week interactive CBT-based legal education curriculum, including weekly two hour sessions and key experiential components (e.g. role plays, juvenile system stakeholder visit, field trip, recognition ceremony) that provides:

- Knowledge on legal and social consequences of juvenile crimes
- Safety (physical/emotional) among adults and mixture of youth that allows for trying new behaviors and identities
- Community for youth that supports positive actions and choices
- Empathy for juvenile justice system and its stakeholders
- Cognitive Dissonance that creates discord between present realities and future potential
- Self-Efficacy that allows youth to see they have the potential that can be used in a positive way

Law Program Manager - Position Summary

The Law Program Manager oversees and manages the Santa Clara County (SCC) Law Program, as well as the Aftercare Program in SCC. This position focuses on executing grant-mandated deliverables and the implementation of our Theory of Change through law-related education for 200 youth per year. This position also includes the recruitment, training and management of volunteers at multiple law-related education sites and facility sites across the county. This position directly supervises two full-time staff (Law Program Site

Manager and Aftercare Program Lead Case Manager), and oversees two programs containing a total of four full-time staff.

Primary Responsibilities

- **Manage Santa Clara County Law Program & Support Volunteer Recruitment and Management**
- **Manage Aftercare Program for youth exiting longer-term incarceration at William F. James Ranch**
- **Supervise and Evaluate Direct Reports**
- **Prepare Grant Reports and Program Audits**
- **Enhance Program Policies and Procedures**
- **Oversee Recruitment and Attendance of Youth from Probation Department**
- **Oversee Event Planning**
- **Manage Program Evaluation**
- **Provide Community Outreach**
- *Other duties as needed and assigned.*

Qualification and Competency Requirements

Positional Competencies – required for our Program Managers

- **Program Management Experience and Education:** BA preferred (Master's degree in social work or candidates with educational or legal background is preferred), ideally in a related field. At least three years demonstrated success providing leadership to staff in a nonprofit, government, educational or private sector organization. Track record of successful program management. Experience developing creative structures of support/accountability among peers and teams. Proven administrative skills. At least three years' experience working with underserved and disadvantaged youth is preferred.
- **Relationship Building:** Ability to initiate, develop and maintain trusting relationships in a short period of time with staff, youth, parents, those representing the juvenile justice system, other key external stakeholders, and FLY volunteers. Possess the passion to energetically promote FLY's mission and Program components to attract, develop and retain youth and volunteer participation with FLY.
- **Communication and Facilitation Skills:** Exceptional listening, verbal and written communication skills; timely and professional follow-through with phone calls and email correspondence; and the ability to effectively present information in a clear and concise manner to management, program staff and community partners.
- **Budget Management:** Managing a comprehensive budget for all program and staffing needs, ensuring compliance with government and foundation grants and contracts.
- **Performance Management and Data Analysis:** Experience understanding data and how it informs programmatic changes, impacts performance management, and allows FLY to track program effectiveness.

Organizational Competencies – required for all FLY staff

- **System-wide Thinking:** Sees the bigger picture of serving our youth and achieving overall agency goals while executing on specific Program deliverables. Uses role to champion FLY's strategic vision internally and externally.
- **Growth Mindset:** Expressed alignment with FLY's Theory of Change model and its ability to drive outcomes and success. Possess the belief that all people are capable of change and that "all our children deserve a chance to become more than their past mistakes." Coaches and develops staff and volunteers with a strengths-based approach.



- **Decisive & Accountable:** With supervision and support from the Director of Programs and FLY leadership team, exhibits a well-honed ability to anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate solutions, with understanding of the inherent risks and the implications of making tough decisions. Be accountable to organizational and programmatic results and the FLY Team.
- **Emotionally Intelligent & Culturally Responsive:** Able to be aware of one's own emotions, perspectives, and beliefs, as well as respond respectfully to those of others. Ability to adapt to change and respect differences in a diverse environment.
- **Computer Skills:** Proficiency with applications including Microsoft Word, Excel, PowerPoint and Outlook. Experienced with data-base systems. Experience with Efforts to Outcomes (ETO) database is a plus.

The Law Program Manager is a full-time, exempt position. FLY offers a competitive salary structure and full benefits. Compensation is commensurate with experience and education. Availability for occasional evening and weekend work and for travel as needed.

Please submit your original cover letter and resume to jobs@flyprogram.org. If selected, a full job description will be available for review through the interview process.