

YouthBuild Program Manager
Milwaukee Christian Center



Interested candidates should email a cover letter and resume to mcchr@mccwi.org
Position is open until filled. Interested candidates should apply immediately.

The YouthBuild Program Manager leads the YouthBuild program with a clear focus on meeting education, employment, and leadership development goals for trainees/members. The Program Manager coordinates daily programming; recruits, mentors, and supports members to engage in training, earn credentials and gain employment; supports and supervises staff; builds relationships with partners and employers; and manages grant and outcome reporting. The role emphasizes relationship building and a belief in Milwaukee's young people – including those who are facing challenges. The role requires commitment, warmth, and collaboration. While welcome, the role does not require experience in the construction field.

MCC's YouthBuild Program empowers young adults, ages 18-24, to overcome challenges and move towards family sustaining careers through education and hands-on construction training while building homes for low-income families.

Reports to: Director of Programs

Schedule: Fulltime Exempt position, occasional weekend and evening commitments

Pay Rate: 45,000-54,000/annually, based on experience

Benefits: Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, phone/technology stipend for eligible positions, and expansive employee assistance program.

Duties and Responsibilities Include:

1. Build strong relationships with YouthBuild members; federal, state, and local program officers; and collaborators, referral partners, and potential employers.
2. Recruit and manage 23+ members, ages 18-24 who are disconnected from school and work, annually
3. Oversee daily operations of YouthBuild program, making frequent visits to construction sites, supporting member attendance and engagement,
4. Support and supervise staff. Directly supervise part-time Data Assistant, part-time Education Coordinator, and co-supervise, with the Director of Housing, two full-time Construction Site Supervisors and Mentors.
5. Connect current members and alumni to employment and education opportunities.
6. Coordinate at least two service projects annually.
7. Manage data and outcome tracking for AmeriCorps, Department of Labor, and other funding sources. Submit all required reports accurately and on time.
8. Collaborate with Director of Programs and Director of Finance to assure program operates within budget.
9. Collaborate with Director of Programs and Director of Development to prepare grant proposals and build relationships with potential funders.

10. Take active role in continuous improvement culture both within program and across organization.

Qualifications Desired Include:

1. Bachelor's Degree or equivalent experience working in community-based settings.
2. Ability to build meaningful, trusting professional relationships with young adults including those who have experienced educational struggles, unemployment, previously been incarcerated, and face significant challenges.
3. Experience in one or more of the following: Workforce Development, Youth Development, Education, Social Service, Training, or another pertinent field.
4. Familiarity with some one or more of the following is desirable: AmeriCorps, YouthBuild USA, federal program and funding regulations, juvenile and adult justice systems, HSED and secondary education programming
5. Interest in the following is desirable: youth leadership, violence prevention and youth justice reform, community service, neighborhood development
6. Strong basic computer skills and ability learn database systems efficiently
7. Strong written and verbal communication with diverse audiences
8. Ability to work as part of a team
9. Commitment to mission of supporting young people facing barriers to employment and education
10. Bilingual language skills highly valued, not required.
11. Valid driver's license and ability to drive passenger vans safely and responsibly.

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

The YouthBuild Program Manager's office is located within Milwaukee Christian Center's main site, working alongside programming and community members. The position is expected to travel to YouthBuild training/construction sites throughout the city of Milwaukee regularly.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.