



Job Announcement

Position: **Director of Programs**

About SMYAL: The Sexual Minority Youth Assistance League (SMYAL) is the only service organization in the Washington, D.C., metro area solely dedicated to supporting lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth. Founded in 1984, SMYAL is a 501 (c) (3) nonprofit organization.

SMYAL's mission is to promote and support self-confident, healthy, productive lives for LGBTQ youth as they journey from adolescence into adulthood. To fulfill our mission, we concentrate our commitment and energy on five focus areas: (1) Life Skills & Leadership Development, (2) Counseling & Support, (3) Health & Wellness Education, (4) Safe Social Activities, and (5) Community Outreach & Education.

GENERAL JOB DESCRIPTION: Supervises all direct service programs; develops new programs; seeks funding to support youth programs; provides training to program staff and outside organizations; serves on various committees in the community. This position reports directly to the Executive Director, or her/his designee.

JOB RESPONSIBILITIES:

- Supervises all direct service programs and direct service staff/volunteers.
- Participates in long-range planning of organizational goals.
- Supervises development of new programming and program budgets.
- Selects and writes proposals for funding from foundations and government sources, in collaboration with development staff, and with supervision of the Executive Director.
- Builds relationships and coalitions with other youth-serving organizations and D.C. government entities, such as the D.C. Public Schools.
- Represents SMYAL at various community events and collaborative committees.
- Facilitates weekly Program Staff meetings.
- Responsible for hiring, in collaboration with ED and other staff, all direct service staff.
- Responsible for staff scheduling and staffing for community trainings, community outreach, and youth programs/activities.
- Responsible for all Youth Center Volunteer trainings and monthly meetings, in collaboration with other staff.
- Responsible for staffing SMYAL fundraising activities, such as the Fall Brunch.
- Responsible for clear interface between program staff/volunteers and ED/Board.
- Helps maintain a strong, cohesive team of volunteers, staff and Board.
- Ensures that all required reports and documentation for program funding sources are submitted in a timely fashion, with oversight from the ED.
- Submits required SMYAL reports and summaries in a timely manner to the Executive Director and Board of Directors.
- Other tasks as assigned.

QUALIFICATIONS:

- Master's Degree in counseling, social work, psychology, public health or equivalent.
- At least three years of experience in program management, including organizational budget oversight, staff supervision, program development and program evaluation
- Experience in government grants management, including budget development and execution, program reporting, and compliance oversight
- Experience with youth risks and risk reduction; experience working with urban youth.
- Experience in community collaboration.
- Excellent organizational, verbal and written communication skills.
- Able to manage multiple tasks/responsibilities well and work in a fast-paced environment.
- Must be sensitive to issues of diversity, including race, class, gender, sexual orientation and gender identity.
- LGBT individuals, women, and people of color are strongly encouraged to apply.

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United Way / CFC #8142
www.smyal.org



TO APPLY:

Please submit a resume and cover letter to program@smyal.org. Resumes and cover letter must be in Adobe Acrobat (*.pdf) or Microsoft Word (*.doc) format. No phone calls, please.

SMYAL is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibility, physical or mental handicap, or political affiliation.