Position Announcement
Program Director Prevention & Intervention Services

Organization Overview
Illinois Collaboration on Youth (ICOY) is a statewide, nonprofit that shapes practice and policies and builds the capacity of member agencies so that children, youth, and families are safe, healthy and on the path to maximizing their potential. ICOY aims to lead the way for children and youth services in Illinois, strengthen the network of providers, and improve outcomes for children and youth. ICOY strives to accomplish its mission by developing and advancing effective public policy; helping to transform public systems to be more prevention oriented, results-oriented, and accountable. We work collaboratively with local, state, and governmental leadership to create community-based opportunities, needed services and environments to help ensure children and families succeed. ICOY also works in partnership with other national and statewide organizations and foundations to test new ideas and approaches, provide technical assistance, general new evidence and support innovation.

Job Description
ICOY seeks a motivated, strategic thinker to join our team as a Program Director of Prevention and Intervention Services to support its work advancing ICOY’s Illinois Department of Human Services (IDHS) training and technical assistance contract. The position leads a team to provide training and technical assistance for state-run initiatives for the Comprehensive Community Based Youth Services (CCBYS), Redeploy Illinois, Teen Reach, Illinois Youth Investment Program (IYIP), and the Illinois Juvenile Justice Commission. The Program Director is responsible for meeting and reporting program deliverables and impact, convening providers with key stakeholders and resources, coordinating high-quality trainings and technical assistance to providers, and advocating to enhance systems and communities serving children, youth, and families. The Program Director will work with ICOY’s trauma informed care team, membership, communications, and policy teams to help inform and advocate for services to enhance outcomes for youth at a systemic level.

Specific Duties and Responsibilities
- Act as the primary point person for the IDHS Youth Services Training and Technical Assistance Services (YST), Redeploy Illinois (RDI), and Juvenile Justice Technical Assistance (JJP) contracts and ensure timely response and follow up for all performance measures and other requests from funder.
- Oversee implementation of Training Implementation Plan for youth service providers as approved by IDHS and based on the needs expressed by providers in the Training Needs Assessment and training evaluations, as led by the training coordinator.
- Coordinate and support in the logistical planning for Comprehensive Community Based Youth Services (CCBYS) and Homeless Youth regional meetings, and provide support to the Prevention & Intervention Manager in the coordination of the Teen Reach and Illinois Youth Investment Program (IYIP) regional meetings, workshops, conferences and other YST related partner events.
- Oversee subcontracts and payments for the YST program for trainers, RDI consultants, CCBYS Information and Referral Line, attorney-at-law, Illinois Afterschool Network (IAN), and ACTNow.
- Ensure timely submission of quarterly reports for funders, request information from ICOY staff and vendors as necessary, set deadlines to ensure timely responses so reports are submitted by due date established by funder.
- Oversee and coordinate the development and analysis of training needs assessments/surveys, as required by funding entities, or as needed determined by best practice.
- For the quarterly ICOY training newsletter, provide the ICOY Communications Manager articles, key training topics and related information that increases the youth service staff knowledge and awareness of programs and issues about youth and families.
- Monitor and analyze the impact and effectiveness of ICOY DHS programs through the implementation and review of training evaluations and assessments.
- Provide leadership in the development of webinar/online training curriculum using “experts in the field”; post on the ICOY website and provide notice to youth service agency staff regarding process for accessing and using ICOY web-based training resources.
- Work in collaboration with the Communications Manager to ensure timely training information, resources, and events are updated on the ICOY website.
- Provide supervision, oversight, and support to your team: training coordinator, violence prevention manager, and juvenile justice manager (and compliance monitor, under JJ Manager).
- Supervise master’s level interns to support the tasks they do for the Prevention and Intervention contracts.
- Oversee the data entry for other ICOY DHS contracts into the Salesforce/ Customer Relationship Management (CRM) database. This information includes training and meeting campaigns, registration/attendance, and expenses.
- Additional duties as needed

If you were working for us, here are somethings you would have done in the last month:
- Provide supervision, support, and oversight to a team
- Attended and/or coordinated a meeting of stakeholders toward a unifying topic
- Advocated for race equity and inclusion within program services and interventions
- Developed strategic goals and action steps to provide a unified vision for program improvement
- Coordinate a team that provides training and technical assistance to organizations and partners within the juvenile justice, CCBYS, homeless youth, behavioral health, and youth enhancement programs
- Implement research and analysis to identify best practices for technical assistance and advocacy
- Support in the leadership of the strategic plan for ICOY
- Develop newsletters and/or blogs to the field on best practices and resources

Required Qualifications, Skills and Experience
The successful candidate will have:
- An education and employment background in social services, juvenile justice, or a related field with experience leading and coordinating effective teams. Background working in a complex environment with varying partners is key
- A graduate degree (preferred) in social work, human services, public administration, public policy, or law and 5 years of relevant experience
- Preferred candidates will possess experience and expertise in providing training and technical assistance to providers.
- Familiarity and knowledge of the challenging dynamics facing public-private sector relations is preferred.
- Outstanding written and oral communications skills
- Ability to understand the complexities and strategies addressing race equity and inclusion and trauma-informed care within social services and juvenile justice
- Ability to work autonomously and as a member of a team
- Flexibility and an ability to work in a dynamic and fast-paced environment
- Ability and willingness to travel, work flexible hours, possess a valid driver’s license, reliable transportation and auto insurance as required by ICOY
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, SharePoint, Salesforce, and audio/visual and conference calling technology

Illinois Collaboration on Youth is an equal opportunity employer. Interested candidates should email their resumes, two 1-2 page writing samples, three references, and cover letter by **close of business September 11, 2020** to:

Ms. Denail Timms  
Director of Operations  
Illinois Collaboration On Youth  
dtimms@icoyouth.org

*No phone calls please.*