



Prevention & Intervention Manager – Illinois Youth Investment Program

Job Description

Illinois Collaboration on Youth (ICOY) seeks an active collaborator and strategic thinker with an entrepreneurial mindset to join our team as a Prevention and Intervention (P & I) Manager to support our training and technical assistance contract for IYIP providers. This role provides capacity building services to ensure youth providers can provide programming more efficiently and effectively. This person will provide targeted technical assistance to existing sites and support in the recruitment and onboarding of sites not currently funded by Illinois Department of Human Services. This is a statewide project, applicants across the state are welcome to apply. This is a hybrid position, which includes remote and in-person activities. This role reports to the Senior Manager of Prevention and is a member of the Prevention and Intervention Team. They will work closely with the IL Department of Human Services (DHS) and youth service providers.

Specific Duties and Responsibilities

- Organize and facilitate quarterly state-wide meetings for IYIP providers.
- Organize and facilitate site visits, these will be in-person across the state of Illinois.
- Identify training needs, work with subcontracted trainers and partners in the field to deliver trainings, work with ICOY training coordinator to evaluate training feedback.
- Create and execute a technical assistance plan for IYIP providers. This will be a combination of in-person and virtual activities. Including but not limited to:
 - Advisory board facilitation, webinar facilitation, grant support, site-visits, data-analysis, action planning, report writing, and program monitoring etc.
 - Create/develop webinars/trainings/other learning opportunities on topic areas relevant to the needs of providers.
- Support leadership in systems-level reform projects as opportunities become available.
- In collaboration with P&I team, write quarterly reports to the IL DHS.
- Regular project management and tracking, including data entry in Salesforce.
- In collaboration with the Director of Prevention and Intervention, administer and manage subcontracts and provide fiscal reports to the Illinois Department of Human Services.
- Collaborate with system partners to enhance technical assistance efforts, identify and understand trends in data at the local and statewide level.
- Other duties as assigned.

Required Qualifications, Skills and Experience

The successful candidate will have:

- A graduate degree in a related field and 1 - 2 years of relevant experience in a nonprofit environment is preferred **OR** bachelor's degree and 3-5 years of relevant experience in the juvenile justice and/or child welfare field, workforce development, homeless youth services, or community outreach, public health, legal systems, or community and youth development services.
- Understanding of workforce development services and/or child welfare system.
- An understanding of racial and ethnic disparities and equity issues.
- Direct service experience and/or understanding of unique challenges for providers across state.
- Experience collaborating with a wide variety of stakeholders and partners.
- Exceptional outcome-based project management skills.
- Understanding of program development and implementation
- A solutions-focused outlook and be comfortable with a fast-paced, changing environment.
- Experience using various mediums for community outreach including but not limited to: in-person events and meetings, social media, electronic communications etc.
- Outstanding written and oral communication skills, including long-form report writing.
- Ability to work autonomously and as a member of a team.
- 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 and audio/visual and conference calling technology. Experience with Salesforce and/or Trello is a plus.

Compensation:

\$50,000 - \$54,000 depending on years of experience and qualification. ICOY offers competitive benefits, including health, dental, and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location:

We are seeking a qualified candidate throughout the state of Illinois. Travel will be required of this position to provide training, consultation, and participation in meetings as required. **Starting Date: Mid August**

Application Instructions:

Please submit a resume, cover letter, and three 1-2 page writing samples to Chanel Dotson, Senior Manager of Prevention & Intervention, at cdotson@icoyouth.org

ICOY is an equal opportunity employer and does not discriminate based on sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation or any other status protected by applicable law. Women, transgender people, veterans and people of color are encouraged to apply.