



**San Pasqual Band of Mission Indians
Job Vacancy**

Position Title: Youth Prevention Program Manager	Posting Date: December 13, 2018
Position Reports to: Director	Employment Category: Full Time / Exempt
Department: Education	Internal Closing Date: December 19, 2018

SUMMARY:

The Youth Prevention Program Manager will be responsible for developing and implementing grant-funded programs focused on preventing future criminal activity including substance abuse and addressing mental health issues of at-risk youth and youth offenders through new and existing programs and services offered by the San Pasqual Education Department (SPED).

KEY RESPONSIBILITIES:

- Manage grant procedures and requirements, including data collection, performance measures and grant reporting and documentation.
- Prepare and execute a strategic plan to develop and implement youth crime prevention programs through the Education Department, including strategies to develop new programs and modify existing programs targeting at-risk youth and youth offenders.
- Regularly meet with other departments, agencies, and organizations to identify collaborative opportunities to enhance crime prevention services for at-risk youth and offenders and monitor progress in pursuing identified opportunities.
- Develop and implement policies, procedures, and agreements to work with other departments, agencies, and organizations to make/receive youth referrals.
- Coordinate and participate in training events and activities for SPED tutors, mentors, and staff in working with at-risk youth.
- Coordinate community workshops and trainings for parents, guardians, and relatives of at-risk youth.
- Coordinate community workshops and trainings for at-risk youth.
- Create, distribute, and present outreach and recruitment materials, information, articles, brochures, activities, events, etc. on Education Department prevention programs targeting at-risk youth and youth offenders.
- Form and report strategies and progress to a Project Advisory Board made up of tribal members and community representatives.
- Conduct program progress tracking, evaluation, and reporting, including preparing and submitting grant program progress reports.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Bachelor’s degree. Preferably in social services, human services, psychology, or mental health.
- Minimum 5 years of experience planning, developing, and implementing youth crime prevention programs.
- Minimum 3 years of relevant supervisory and/or management experience.
- Experience and ability to prepare and deliver public presentations.
- Experience and ability to prepare and conduct training activities.
- Experience and ability to prepare education and outreach materials.
- Experience and ability to create and manage strategic partnerships.
- Experience and ability to effectively manage budgets.
- Excellent project management and organization skills.
- Excellent writing, speaking, and listening skills.
- Experience working with parents and youth of all ages.
- Self-motivating, self-directing, and proactive.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Master’s degree or higher. Preferably in social services, human services, psychology, or mental health.
- Experience managing grants, including meeting reporting requirements
- Experience working with Native American communities

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. San Pasqual Member Spouse or 1st generation Lineal descendent 3. Other San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.