



JOB OPPORTUNITY

Santa Maria | Santa Barbara | Carpinteria | Oxnard | Port Hueneme

Associate Programs Director

BRIEF HISTORY

Future Leaders of America (FLA) began as a grassroots response to the lack of Latinx role models in Oxnard, California. For 40 years now, FLA has provided over 9,500+ low-income Latinx youth, and their families, with personal development, leadership development, educational experiences, and advocacy training in Ventura and Santa Barbara County. FLA has worked tirelessly to develop strong communities through youth leadership, advocacy, and creating positive role models. The organization is seeking positive role models who can continue the legacy of FLA leadership in the community.

FLA's MISSION

FLA develops youth resiliency and leadership to create long-lasting systemic change by empowering and mobilizing youth leaders to advocate for policies that improve their lives and the lives of their peers and their communities.

FLA's TARGET POPULATION

Future Leaders of America (FLA) is a community and critical resource dedicated to enhancing the cultural and educational experiences of Latinx youth on the Central Coast. We believe that when the voices, experiences, and histories of Latinx youth are recognized, the opportunity for self-development emerges and the foundation for critical thinking in leadership forms. FLA actively serves and welcomes all youth through a peer-to-peer leadership curriculum that is responsive to the diverse Latinx experience on the Central Coast.

POSITION OVERVIEW

FLA is currently seeking an experienced Associate Programs Director that will leverage their seasoned organizing, leadership development, and management skills to deepen the impact of existing programming and grow youth engagement in thoughtful and sustaining ways. With the heart of an organizer and a visionary brain, this role is responsible for supervising FLA's organizers in Santa Barbara and Ventura County. This position will report to FLA's Director of Annual Programs and work closely with FLA's Ventura County-based Director of Organizing. The Associate Programs Director will play a hands-on role in directly supervising up to 4 organizers (and/or organizing supervisors), developing work plans, and campaign timelines, and ensuring the execution of these plans while providing their supervisees with the necessary training, guidance, and feedback. This Associate Programs Director will be ultimately responsible for their supervisees' ability to build a base of youth and community members who will push forward local campaigns around social justice. This position is regional and can be based anywhere in Ventura or Santa Barbara County.

The Associate Programs Director's responsibilities include but are not limited to:

- Train organizers to use FLA's organizing model to recruit and retain youth leaders engaged in our programming
- Directly supervising FLA's 3-4 organizers (or organizing supervisors), providing coaching, feedback, and accountability to their supervisees
- Facilitate weekly team meetings and create space for strategizing, coordination, and budget managing between the organizers, other FLA staff, and community-based organizations
- Ensure that any FLA publications are accessible to the communities we serve by working with the Director of Annual Programs and Advocacy/Communications Team to develop and review materials like flyers, fact

sheets, talking points, etc. needed for our core programming events such as Youth Leadership Conference, University Seminars, Family Camp, Facilitator Trainings, and supplemental activities

- Represent the organization in local, regional, and/or state coalitions
- Participating in some data tracking and support in grant and contract reporting
- Conduct regular employee and program evaluations
- Work closely with FLA's Evaluation Consultant to measure performance and improve the quality of services in all agency programs and all facets of organization operations

Job Requirements/Qualifications:

- Strong bilingual skills in both English and Spanish to develop and review Spanish language publications for accessibility
- 1+ years of supervision experience can include temporary/part-time staff, interns
- Experience in working in the field of community development or other relevant community work
- Prior experience in leading grassroots campaigns for social change
- Ability to interact professionally with elected officials, donors, board members, and leaders of ally organizations
- Outdoor leadership skills (first aid certification, competence in camping best practices, awareness of risk factors/management in the outdoors, tolerant of nature's challenges)
- Cultural awareness competency (first generation, Latinx/Indigenous, immigrant)
- Proven commitment to social justice (i.e. immigration, environmental, anti-blackness, LGBTQ+)
- Demonstrated commitment and passion for working with youth/community to provide access to education, and social justice
- Experience with and desire to work with diverse cultures and the ability to engage people from a variety of backgrounds on a one-on-one basis or group format
- Strategic and analytical political thinking skills to think through a variety of community issues and strategies
- Strong written and verbal skills including large group presentations and public speaking
- Tech savvy – has skills beyond basic computer literacy
- Able to work independently and as part of a team
- Able to set own work priorities, manage responsibilities and time
- Ability to work with youth leaders to identify and develop issue campaigns that build leadership
- Ability to develop and carry out effective strategies for actions
- Be a strategic thinker and consistently exhibit the ability to think through a variety of approaches to an issue and forecast possible and realistic results
- Ability to link neighborhood-based issues with regional, state, and national issues
- Setting and achieving an annual grassroots fundraising goal
- Sense of humor, creative thinker, and a risk-taker

SCHEDULES

Our work schedules vary, primarily according to our programming schedule. Weekly work schedules are typically planned by you and your supervisor(s) up to a week in advance. Because we are a youth services organization, most of our programming occurs after school/work hours. It is important that you understand and anticipate that your schedules will vary and will occasionally include working weekends and travel throughout the region, state, and nation.

AT-WILL EMPLOYMENT

It is important to note that employment with FLA is based on mutual consent, for an unspecified term and is considered employment-at-will. Accordingly, either you or FLA - with or without cause or advance notice - can terminate the employment relationship, at any time. Future Leaders of America, Inc. also has the right to change the terms and conditions of your employment with or without notice including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

OTHER REQUIREMENTS

Staff are expected to participate in fundraising events including Latinx Legacy Awards, Alumni Reencuentro, house parties, and Santa to the Sea. Staff should also have a valid driver's license with insurance and dependable access to a car to drive for work. A background check and full COVID-19 vaccination is required prior to employment.

REPORTS TO: Director of Annual Programs

STATUS: FULL-TIME, EXEMPT

SALARY: \$65,000 - \$70,000, DOE

- FLA offers a benefits package for our full-time employees including:
- Full medical, dental, and vision insurance (plus 75% coverage for your spouse or child)
- Paid vacation (two weeks per year) and sick time
- 11 paid holidays
- Ongoing professional training in major gifts solicitation
- A commitment to work-life balance and a fun, self-driven, working environment

The position will remain open until filled. To apply, please email a cover letter and resume to Ivette Peralta, Director of Annual Programs at: info@futureleadersnow.org. Subject: Associate Programs Director

Future Leaders of America, Inc. has a deep commitment to fostering equal opportunity in employment and encourages applications from individuals of diverse racial, ethnic, and cultural backgrounds and representing all genders, ages, beliefs, and identities.