Director of Programs
Full-time position (1.0 FTE)
Salary: $63,000-$70,000 with benefits
San Francisco Peer Resources, March 2018

Peer Resources Mission and Programs
Peer Resources’ goal is to empower youth as agents of change and to transform schools into youth empowerment institutions. Peer Resources creates change in our schools and communities through the leadership of young people engaging, training, and advocating for each other.

Our program areas include the Peer Leaders Program and the Educator Pathway Program.

The Peer Leaders Program encompasses Peer Resources’ Middle School, High School, and Youth Council programs and activates youth as leaders for our community now. 750 youth, low-income people of color who often do not see themselves as leaders, are trained to serve their peers and create transformative change through an academic elective in their public middle or high schools. Annually, these youth leaders reach 16,000 peers, a quarter of the youth in the San Francisco Unified School District (SFUSD), through youth participatory action research projects and ongoing peer to peer services, including restorative mediations, peer to peer mentoring, peer education workshops, and more.

The Educator Pathway Program coalesces programs that support youth with skill-development and opportunities to be the educator leaders for the community, providing brighter futures for youth and a next-generation impact. This includes: Peer Resources’ High School Educator Pathway Program at three southeastern San Francisco high schools, training 150 high school students as future educators with work-based learning, academic credits, and SFUSD’s only University of San Francisco dual-enrollment college credit course; the Alumni Intern Program, serving transitional age youth and alumni of Peer Resources and SFUSD, training them as educators at sites through paid work; and as the lead agency for the San Francisco Educator Pathway Coalition, building a school-to-liberation pipeline, and preparing and supporting homegrown teachers to lead our schools.

Peer Resources is a fiscally sponsored project of Community Initiatives. The Director of Programs will be an employee of Community Initiatives, under the supervision of the Executive Director of Peer Resources.

For more information about Peer Resources, visit www.peerresources.org.

Director of Programs Overview
The Director of Programs will act as a critical leader for Peer Resources, leading program vision and direction, and ensuring that we are meeting our goals and supporting youth to better outcomes. This means supporting programs and empowering staff to realize love in action, leadership for youth who do not normally have the chance to lead, youth voice, just change, transformative change, restorative practices, and youth to youth service and leadership.
Primarily, the Director of Programs will strengthen human connections and individual assets through strong supervision—support, accountability, and empowerment—for the majority of Peer Resources’ program staff, including alumni staff, Teacher-Coordinators, coaches, and supervisors, 36 program staff across 14 school sites and the Peer Resources main office.

This work includes leading ongoing professional development for all program staff aligned with our values and commitment to young people and adults. Further, the Director of Programs will build, test, and refine structures for staff development, including performance reviews and creating feedback loops for staff on work performance and professional growth, as well as evaluation systems to ensure that each program area is meeting outcome goals such as scaffolded youth leadership and peer to peer action/service, and more importantly, is meeting the needs of our young people and community.

The Director of Programs will lead the Program Team of Peer Resources and work closely in partnership with the Executive Director to cultivate leaders and take initiative for programming that makes immediate and strategic impact for our community, changing access points for our least-served youth and in creating a school-to-liberation pipeline.

**Specific Duties**

**Supervision and Staff Development (50%)**

- **Empower staff as leaders in the organization, whether that is with youth, in schools, in the classroom, as coaches, or supervisors, or leaders to their peers. Along with all staff, continue to ensure through action and radical love—love for self that supports all of us to grow as people, while working together as an organization—that Peer Resources continues working to reclaim humanity in schooling and voice and leadership in the community.**

- **Supervise five staff directly, supporting them with work-plans aligned with program and organizational goals. This includes three Teacher-Coaches for the Peer Leaders Programs, the Alumni Intern Program Coordinator, and the June Jordan School for Equity (JJSE) Educator Pathway Coordinator. Four of these reports are SFUSD staff, and supervision relies on partnership with their SFUSD supervisor, the Executive Director of Counseling Post-Secondary Success.**

- **Through staff supervision and coaching, develop and maintain program direction and quality for the youth we serve.**

- **Organize and lead the Program Team, empowering Coaches, Coordinators, and Managers to greater leadership for the organization and themselves.**

- **Act as lead with Program Team on all staff developments throughout the year, including creating a year-long training/learning plan, designing training agendas, facilitating trainings, bringing in outside trainers, and overseeing trainings led by other staff. An approximate agenda of staff trainings in a year can include: Peer Leaders Orientation, with the Program Team: staff meetings, with appropriate program leads; 2-3 day-long trainings for teaching staff, with Peer Leader Program Coaches; 1-2 day-long retreats for all Peer Resources staff, coordinated with the Executive Director; oversight of 38 weekly Intern Meetings, led by the Alumni Intern Program Coordinator; oversight of Alumni Mentor and Alumni YPAR Coach trainings in the**
Educator Pathway, led by the JJSE Educator Pathway Coordinator; and other trainings as determined.

- Develop and run an annual performance review system for all program staff, including non-profit and SFUSD staff that is aligned with organizational goals and supervisory structures. Performance reviews ideally provide timely and transparent feedback from multiple perspectives for all staff, aligned with their personal and professional goals, in support of Peer Resources’ goals, and to allow for individual staff’s leadership growth and empowerment.
- Oversees hires of new program staff, including direct reports, Teacher-Coordinators, Alumni Interns, and more as needed. For the 2018-19 year, the Director of Programs, along with the Executive Director, will co-plan and roll out the new High School Partnership DCYF grant with JJSE, which includes hiring a JJSE Educator Pathway Coordinator in 2018-19, and then, if the rollout timeline falls within the first year, Alumni YPAR (Youth Participatory Action Research) Coaches and Alumni Mentors. Hiring will be done in compliance with the SFUSD partnership agreement, Community Initiative Human Resource requirements, and in full alignment with Peer Resources’ mission and values.
- For reference, see Peer Resources 2018-19 Organizational Chart: https://docs.google.com/drawings/d/17LSH693pCZDace0TuN4FqyjLyXvG2XllGl0y1APtIzo/edit?usp=sharing

Data and Evaluation Systems (20%)

- Act as primary systems administrator for Salesforce, Peer Resources’ internal database. Conduct monthly and yearly data cleaning, create reports and look at yearly and 3 year trends for program analysis, and create detailed reports with supporting data for SFUSD and for program sites quarterly.
- Manage Peer Resources’ CMS program reporting for our contract with the City and the Department of Children Youth and Families (DCYF), including collection of consent forms, ensuring program activities are consistently recorded, administering surveys for youth feedback on programming, attending DCYF grantees trainings, and as needed. Update data and program narratives (including program highlights, challenges, upcoming events, and trainings attended by staff) to CMS monthly, for invoicing purposes.
- Strengthen and maintain the organization’s evaluation system, so that each program has clear milestones to reach for outcomes. In some cases this means maintaining and strengthening current evaluation systems, and for new programs, it means creating appropriate evaluation systems.
- Archive, cull, and organize all Peer Resources’ program curriculum, including the almost 40 year-old Peer Leaders curriculum, and newer materials for the Educator Pathway Programs. Oversee Coaches, Coordinators and Managers in updating and developing curriculum for training and distribution.

Events and Program Administration (15%)

- Serve as lead on Peer Resources’ city-wide youth events, Transformative Change Day (November), the Youth Are Resources Conference (February), and the Future Educators’ Conference (April/May). This will mean providing logistical leadership and event oversight to the Middle School and High School Coaches and Educator Pathway staff on planning,
implementing, and strengthening these events, and working with the Administrative Assistant to organize and follow-through on logistical needs, from ordering substitutes for teachers, organizing food, ordering buses, and coordinating the space for the event, from rental to clean up.

- Manage program budgets so that organization remains in good fiscal health.
- Manage the Peer Resources weekly blog: gather information from staff and community resources, collate, and publish weekly, along with an email to all staff.

**Fundraising and Development (5%)**

- Consistently collect stories from all programs to share externally with alumni, allies, and other funders, via social media, alumni engagement, monthly newsletters, and for meetings with funders. Work with both Alumni Engagement Coordinator and Executive Director to support organizational Development activities.
- With the Executive Director and Alumni Engagement Coordinator, develop the program for the annual Peer Resources fundraiser and youth leadership showcase, Change It Showcase (April).

**Peer Resources’ Vision and Direction (10%)**

- Work with the Executive Director to continue developing strategic directions for Peer Resources in support of our mission and larger vision; communicate the direction to program staff so we are working together towards a vision for and with youth.
- Work with JJSE partners to plan and start implementing the JJSE Educator Pathway, funded by a new DCYF grant. 2018-19 is the first year of the grant, supporting Peer Resources’ Educator Pathway Program with this high school partnership. 2018-19 will be a planning year, with some program implementation possible; full implementation begins in 2019-20.
- Operationalize organizational vision via oversight, development, and collection and distribution of all programs’ curricula and overall service delivery.

Other tasks as assigned by the Executive Director.

**Required Qualifications**

- 3+ years of experience supervising teachers, educators, and/or youth development non-profit staff, including experience leading committees of peers or staff.
- 5+ years of experience in program management, design, implementation, and coordination, including experience managing program budgets.
- 5+ years of experience as a direct service provider in education or youth work.
- Outstanding experience working with people of color from diverse, often low-income communities, particularly teenage and transitional age youth.
- Clear understanding, analysis, and practice in social justice education and community work, including equity, institutional oppression, and transformative resistance.
- Strong interpersonal, organizing, and communication skills; the ability to form strong rapport with youth and adults.
- Ability to collaborate with partners and key stakeholders, including but not limited to: SFUSD and school-based administrators and staff; CBO partners, post-secondary institutions; and individual donors and grantors.
• Reliable, responsible, with the proven ability to work independently and as a part of a team.
• Bachelor’s degree OR 7+ years of experience in social justice program management and leadership.

Desired Qualifications
• Proven experience as a strong coach and supervisor for adults in their learning and work as educator-leaders, working within the public education system with an equity lens, and in their empowerment of the transformative leadership of male-identified, transgender, or gender-diverse African American, Latinx, and Polynesian youth.
• Prior experience working with teachers, schools, and youth development, specifically in San Francisco.
• Deep knowledge of citywide resources for youth and of community resources at large.
• Strong experience developing and implementing organizational policies that support anti-oppression and pro-liberation work and values.
• Able to code-switch between youth development and education fields.
• Bilingual.
• MA in a related field preferred (i.e. Education, Ethnic Studies, Organizational Leadership).

People of color, LGBTQ candidates, SFUSD and Peer Resources alumni are all strongly encouraged to apply.

This is a salaried, non-exempt position. Benefits are included. The job will begin on July 1, 2018.

To apply, please submit a cover letter and a resume to jobs@peerresources.org by April 1, 2018. No calls, please.

For any inquiries about the job, please email jobs@peerresources.org with “Question” in the subject heading.