



Greater Houston Opportunity Youth Collaborative (GHOYC) Project Manager	
FLSA Status: Exempt	Reports To: GHOYC Managing Director

Introduction

The Alliance of Community Assistance Ministries, Inc. (ACAM) is a nonprofit management support organization fostering innovative collaboration through a diverse network of 59 nonprofit and community organizations to advance community-wide solutions through collaboration to strengthen the social safety net in Harris, Fort Bend, Waller, Brazoria, Galveston, and Montgomery Counties. ACAM’s 15 Core Members are public charities that share “assisting those in crisis” as a central part of their missions and are uniquely positioned to identify, engage, and provide critical services to at-risk families. They collectively serve over 350,000 individuals annually with more than 9.5 million units of 167 unique services and have established reputations as leaders in providing exemplary and compassionate services.

One of ACAM’s core capacities is collaborative management. ACAM manages the Greater Houston Opportunity Youth Collaborative (GHOYC), a regional coordinated effort working to move the needle on youth disparities. The mission of GHOYC is to connect, empower, and collaborate to create positive outcomes for young adults disconnected from education and career pathways. With the support of ACM staff and representatives of nonprofit organizations, local government and philanthropy, the GHOYC is:

- Scaling career and educational pathways for young adults 16-24 years old who are neither working nor in school
- Convening stakeholders with the goal of coordinating and connecting services
- Raising awareness of the issue of disconnection and solutions underway, and
- Elevating the voice and experiences of young adults to expand access to and improve services.

ACAM seeks to hire a Project Manager on behalf of GHOYC to:

1. Oversee the successful implementation, documentation, and scaling of two reconnection strategies to reengage Opportunity Youth (“OY”, 16 – 24-year-olds who are not in school and not working) into post-secondary education, vocational education, or employment opportunities.

RECONNECTION: Facilitate recruitment, career bridge programming (including support services), and training for recent high school graduates who did not transition to higher education, employment or the military. The goal is for participants to enroll in a post-secondary workforce or academic program with a clear pathway to employment upon graduation.

HEALTHCARE PATHWAYS: Cultivate employer partnerships for entry level roles in hospital systems with advancement opportunities. The target population is high school graduates who have indicated an interest in a healthcare career but are not enrolled in postsecondary education or are working in healthcare.

2. Lead and manage the stakeholder network, consisting of representatives from nonprofit organizations, local government, philanthropy and youth leaders.
3. Supervise the OY Engagement Coordinator, VISTA and Peer Navigator(s), volunteers and other staff as assigned.

Position Summary

The Project Manager will:

- Regularly convene representatives of the various nonprofit organizations and local government systems involved in the aforementioned strategies to set goals, coordinate workflows, identify and overcome barriers
- Facilitate meetings by creating agendas, providing progress reports on the strategies, and leveraging resources; collaborate with others to integrate findings from the youth advisory council into program planning
- Work with advisory group members, consultants, and others to develop a fundraising strategy; proactively communicate to support relationship building, prospect meetings, and proposals; write and submit proposals and reports as needed
- Perform daily grant activities including but not limited to regular communications with grantor(s), negotiating contracts with providers/evaluator, recruiting staff for hire (if applicable), and collecting evaluative data to complete required reports
- Organize professional development opportunities for participants centered on national best practices for serving OY
- Develop and implement project budgets, timelines, and progress toward project targets
- Work collaboratively with an outside marketing consultant to facilitate the creation of material (youth videos, quotes, etc.) for a promotional campaign on OY
- Supervise various youth activities including but not limited to an advisory or lived experience council, peer navigation, focus groups; monitor the distribution of youth incentives
- Coordinate out-of-town travel logistics (5-10% of time)

The preferred candidate will possess:

- A master's degree (Candidates with a bachelor's degree will also be considered.)
- Minimum 7–10 years' work experience in related role
- Experience with Opportunity Youth, workforce development, or other youth and/or employment programs
- Experience working with Microsoft applications (particularly Excel), Google Docs, project management tools; ability to learn new tools quickly and independently
- Experience in collecting and documentation of program data; use of data to drive improvements and generate insights.
- Demonstrated fundraising experience
- Experience working in collaborative environments and a commitment to improving conditions for economically disadvantaged youth and communities of color
- Excellent written and oral communication skills, along with facilitation skills
- Ability to develop and maintain nuanced partnerships and experience in developing cross-sector collaborations

- Necessary planning skills to translate overarching strategies into tangible work with direct service partners
- Passion for helping young adults achieve their potential and goals

Compensation

- \$70,000 - \$80,000 annually based on experience
- Medical, dental, vision provided; pension after six months

Location:

- This position is 100% in-person with some travel required. Candidates must reside in the Greater Houston Area.
- Attendance at meetings/functions outside traditional working hours will be necessary on occasion, with the option to flex time.

Equal Opportunity Employer

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Candidates must provide references upon request and pass a comprehensive background check.

Statement on Diversity, Equity, and Inclusion

ACAM is committed to fostering and celebrating a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, innovation, and talent that all employees, board members, and ministry leaders invest in their work represents a significant part of our organizational culture, reputation, and achievements. ACAM embraces each difference in age, race, ethnicity, disability, family or marital status, gender, language, national origin, political affiliation, religion, socio-economic status, veteran status, and other characteristics. ACAM also strives to cultivate a culture of equity. ACAM believes equity “is advanced through the implementation of policies, practices, attitudes, and cultural messages that prevent differential outcomes based on the differences among people. Candidates must share this commitment to a continuous reevaluation of organizational norms, and to eliminating policies, practices, and systems that perpetuate inequity, so that all people are fully welcomed, valued, respected, and heard.

Interested candidates should send a résumé, cover letter and two writing samples for consideration to:

ACAM Human Resources admin@acamweb.org