



Project Manager

Project: MoCo ReConnect Reengagement/Drop-In Center

Department: Positive Youth Development and Reengagement

Reports to: Reengagement Project Director

Full-Time, Exempt

Supervisory Role: No

Salary: \$70,000

WORK SCHEDULE: Typical work hours are 37.5 hours per week, Monday through Friday, in-person, but alternative schedules may be assigned as required by the program.

POSITION SUMMARY: This position will primarily be responsible for supporting the Reengagement Project Directors' portfolio of work including MoCo ReConnect, Conservation Corps Programming, and The Evening Reporting Center. Please see [here](#) for project descriptions for each area of the portfolio. Other work will include collaborating with government, community, and civic partners to ensure partnerships and operational aspects of work run smoothly day to day. Flexibility to support Project Director on tasks as needed is an important aspect of this person's responsibility.

PRIMARY JOB DUTIES INCLUDE:

Project Service Delivery Oversight

- in partnership with director, ensure reengagement services and programs are trauma-informed and align with Positive Youth Development principles and practices.
- Provide technical assistance to program partners to develop and implement an accountability system for department programs to include Montgomery County Conservation Corps, Evening Reporting Center and MoCo ReConnect.
- Ensure that the center and department meet critical goals and address barriers to success, including strategies related to outreach and partner relationships with community-based organizations and key agencies (e.g., youth-serving nonprofits, law enforcement, probation officers, Housing Authorities, faith-based agencies, etc.).
- Oversee MoCo ReConnect daily schedules, coverage, and services provided.
- Interact daily with partner agency staff and population of youth engaging with services at the Center.

- Convene providers and facilitate meetings that inform center policy, processes and procedures.
- Collaborate with partners to identify and maintain an up-to-date inventory of education and employment programs and youth-specific housing programs in Montgomery County, including basic eligibility/requirements and services using InfoMontgomery.

MoCo ReConnect Facility Oversight

- Oversee MoCo ReConnect space, ensuring all partner spaces and common areas, are well-maintained, inviting, and clean.
- Embrace and promote a collaborative environment within the Center.
- Ensure compliance with MoCo ReConnect policies and procedures for all on-site program partners (staff & volunteers) and center visitors (including youth and others).

Youth Action Board Facilitation

- Convene and support the Youth Action Board for MoCo ReConnect, which consists of young people who have lived experience with the issues facing MoCo ReConnect youth program participants.
- Recruit for and engage youth ages 16-24 in the Youth Action Board (YAB), supporting them as they work towards their identified goals.
- Ensure the youth perspective and feedback informed the delivery and evaluation of activities, policies, and procedures.
- Gather input on social media content from YAB representatives.
- Support YAB in the broader ICH Youth Workgroup convenings.

Administrative Responsibilities

- Review and approve invoices submitted by program providers
- Support maintenance and operations of facilities through cleaning/maintenance contracts

Other duties as assigned

Worksite location primarily at 11319 Elkin Street, Wheaton, with occasional meetings at Collaboration Council office in Rockville or other sites.

QUALIFICATIONS:

1. Bachelor's degree in social work, education, or related field preferred.
2. At least three years of experience in related employment. Demonstrated experience working with disconnected youth, housing and homelessness issues, youth outreach, and engagement preferred.
3. Demonstrated experience with education and employment programs for youth/young adults very helpful.
4. Demonstrated ability to be flexible and compassionate in situations involving youth

- facing multiple challenges.
5. Demonstrated commitment to promoting diversity, equity, inclusion, and fostering a sense of belonging in working with youth and others.
 6. Demonstrated strong oral communication/interpersonal skills and experience developing and maintaining effective working relations with a diverse population of youth, youth-serving organizations, other staff, and community-based organizations.
 7. Ability to communicate clearly and effectively with youth and partners from diverse cultural and socio-economic backgrounds and demonstrate conflict resolution skills.
 8. Highly organized, self-starter, with strong attention to detail.
 9. Proficiency in personal computers, with working knowledge of MS Word, Excel, Outlook, and the Internet. Experience with Case Management databases preferred.
 10. CPR/AED/ First Aid Certification (or ability to obtain).
 11. Ability to pass a background check.
 12. Ability to start within two weeks of hire.

To apply, please send resume and cover letter to HR@collaborationcouncil.org with the subject line reading: [your last name] - MoCo ReConnect Project Manager Position. Opened until filled.

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