



Northwest Youth Corps Deputy Director

POSITION: Deputy Director

LOCATION: Northwest Youth Corps Headquarters, Eugene, Oregon.

Will require 25% travel to remote training and project locations; state offices and to partners; all of which includes travelling within OR, WA, and ID.

COMPENSATION: \$83,000 annual salary

BENEFITS OVERVIEW

Benefit package includes: Personal Leave, Paid Holidays, Medical and Dental Coverage, Disability/Life Insurance, 401k investment plan, Professional Development, and other perks!

ORGANIZATIONAL BACKGROUND

Since 1984, Northwest Youth Corps (NYC), a non-profit organization, has given tens of thousands of youth and young adults opportunities to learn, grow, and experience success. Through partnerships with conservation agencies, youth and young adults gain the personal and professional skills needed to carry out a variety of stewardship projects, from which they can earn a stipend, high school credit, and/or an AmeriCorps educational award. More importantly, these young people gain skills needed to become economically and socially self-sufficient, benefit their communities as citizen stewards, and recognize that they can make a positive difference. NYC also operates an accredited charter school, internship program, and the Idaho Conservation Corps (ICC).

POSITION SUMMARY

The Deputy Director is a key member of the NYC Leadership team and works closely with the Executive Director and the Leadership Team to implement, design, and support systems which advance the success of NYC's Programs, Operations, Internships, and Member Services Departments. The Deputy Director supervises and supports the Directors of these program areas to ensure the safety, quality, consistency, fiscal stability and smooth operation of each Department. This position facilitates supportive collaboration across Departments, develops systems and controls for quality assurance, while supporting and advancing the strategic goals of the organization. This position also works collaboratively with executive staff to drive innovation while ensuring effective programmatic infrastructure, and provides support, coordination, and management of program operations as necessary during transitions of individual program Directors and other key staff.

POSITION DETAILS

Department Supervision and collaborations

- This position reports to the Executive Director.

- This position is a member of the Strategy Team including the Executive Director, Deputy Director, Senior Director of Administration and Senior Director of Partnerships and Innovation
- This position leads and facilitates the Leadership Team
- This position is responsible for supervising:
 - Conservation Corps Director
 - Conservation Intern Program Director
 - Operations Director
 - AmeriCorps Grant Manager
 - Risk Management and Field Officer

Diversity, Equity, and Inclusion Support

- Promote continued organization support of Diversity, Equity, and Inclusion initiatives.
- Seek to remove barriers to participation in NYC programs for underrepresented populations.

Risk Management Responsibilities

Serve as the lead Risk Manager for the organization, including:

- Facilitating the organization wide risk management team
- Provide guidance, training, and leadership to NYC risk assessment and management across all programming elements – from recruitment and on-boarding, to training, policies, procedures, and program delivery
- Serve as incident commander as appropriate to incident(s)
- Be the lead liaison to organizational physician advisor
- Serve as a field responder and/or supporter for field staff managing a medical and/or mental health situation in the field

Essential Duties and Responsibilities:

- *Systems Coordination* – Facilitates systems coordination and collaboration across departments to ensure seamless and integrated department actions. Evaluates whether current systems have the ability to meet goals of the organization.
- *Professional Development* – Provides support and opportunities for staff professional development goals and evaluation.
- *Quality Assurance* – Lead and support quality assurance based on data-driven criteria. Ensure key quality standards meet or exceed industry best practices, and are lived up to by all staff.
- *Revenue achievement*- In collaboration with executive team and senior program staff, assure “fee for service” revenue goals with land management agency partners are achieved. In collaboration with the Fundraising department, support mission aligned program strategies to attract philanthropic funding.
- *Senior Partner Relations* – In collaboration with Executive Director and Senior Director of Partnerships and Innovation, build and maintain senior partner relationships with land management agencies, public/governmental officials, peer members of the Corps Community and other strategic partners.
- *Mission Alignment* – In collaboration with the Leadership Team, ensures all NYC programs and innovations are aligned with organizational mission.
- *Department Structure* – Continuously assess staffing for efficiency and equitable

workload.

Position Qualifications & Certifications

- Five years high level managerial experience in a position with organizational accountability.
- Highly organized, detail-oriented, and self-motivated.
- Creative and innovative systems thinker.
- Excellent communication skills – proven leadership expertise.
- Budgetary and financial management experience with an organization in the \$6-8 million range.
- Experienced, calm crisis manager in both field and office settings.
- Experience in youth development.
- Proven success in creating collaborative relationships and/or coalitions.
- History of effectively working with community organizations and/or public agencies.
- Understanding of public relations and marketing.
- Background in education, public policy and/or resource management desirable.
- Outdoor recreation, education, or work experience a plus.

Physical Demands/Work Environment

- In the performance of the job duties, the employee will work in a variety of environments from an office setting to remote locations in the wilderness.
- This position will primarily work in an office environment.
- While performing the duties of this job, with or without reasonable accommodation, the employee is required to stand; walk; use hands to handle, feel or operate objects, tools or vehicle; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch or crawl; talk, hear; and smell repeatedly.

This Position Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

All job offers are contingent upon the completion of a satisfactory background check as well as record of full COVID 19 vaccination OR an NYC approved medical/religious exemption.

Terms of Employment

Based in Eugene, this is a full time, exempt position. Typical hours are Monday - Friday, 8:00AM to 5:00 PM; with periodic long days and/or evening and weekend responsibilities seasonally.

To Apply

Send a cover letter and resume to Jessica Johnson, Human Resources Officer at jessicaj@nwyoouthcorps.org with “Deputy Director” in the subject line and document attachments in word or PDF format. Please do not call or drop in. Additional program information can be found at <https://www.nwyoouthcorps.org/m/Staff/AdministrativeStaff>

Northwest Youth Corps is an Equal Opportunity Employer - Our core purpose is to provide opportunities for youth and young adults to learn, grow, and experience success. We believe diversity is a key source of strength for our communities, and we strive to create a safe and empowering environment for participants from a wide range of backgrounds and abilities. We are deeply invested in the success of youth and young adults of all races, ethnicities, gender identities, religions, sexual orientations, economic statuses, or other socio-cultural identifiers