



### **Program Associate**

The Learning Web has an opening for a Program Associate for our Youth Outreach Program. This direct service position supports the Housing Scholarship Program, which offers transitional housing to homeless youth ages 16-24. The successful candidate will have extraordinary people skills, be highly organized, and have a working knowledge of Microsoft Office. This is a full-time position with dual reporting to the Youth Outreach Program Coordinator & Executive Director.

#### **Position Duties:**

- Provide day-to-day direct program support for the youth residing in the Housing Scholarship Program.
- In concert with Youth Outreach Case Managers, offer housing coaching to residents in the housing program and assure that their exit is safe and the next housing experience for each resident is a success.
- Search for owners of suitable housing in the Ithaca area that might be suitable for Youth Outreach participants.
- Manage apartment turnover process including forecasting maintenance needs and attending to landlord and tenant facility requests.
- Maintain appropriate relationships with landlords in Tompkins County to achieve the best results in terms of value in apartments for those youth in the housing program.
- Coordinate Federal and New York State certification requirements and facilitate on-site inspections.
- Gather data for Coordinated Assessment Team (CAT). Collect resident data and maintain organizational and HMIS databases. Prepare Federal, New York State, and County program reports.
- Support Executive Director in fiscal management of Housing Scholarship Program.
- Other duties or projects as assigned.

#### **Minimum Qualifications:**

Bachelor's degree and Human Services experience working a community setting. An Associate degree will be considered if the candidate possesses additional related work experience.

- Experience with vulnerable youth population, particularly youth of color and youth from lower socio-economic backgrounds desired.
- Work experience in a similar quasi-administrative or administrative assistant's position. Experience supervising volunteers, work-study students, or interns desired.
- Ability to read, interpret, and analyze written budgets, government regulations and technical procedures.
- Excellent written and oral communication skills. Professional and personable phone skills.
- High-level of organization including the abilities to manage multiple projects simultaneously, to prioritize work, be detail oriented, and to know when to seek assistance.
- Ability to interact well with team members and take direction.
- Ability to understand confidentiality and handle information of a confidential nature, required.
- Must have computer expertise using Microsoft Office Suite.
- Reliable transportation required.
- Salary & Benefits: TBD based on experience. Health Insurance, generous vacation and holiday leave.

To apply, send cover letter and resume via email to: [neoma@learning-web.org](mailto:neoma@learning-web.org)

For information about our agency and programs, please visit us on the web at [www.learning-web.org](http://www.learning-web.org)

**The Learning Web is an Equal Opportunity Employer**