



Program Director Job Description

Who We Are

The Youth Mental Health Project™ is a 501 (c)(3) non-profit organization whose mission is to educate, empower, and support families and communities to better understand and care for the mental health of our youth. Our leadership, staff, and Board of Directors are motivated to reduce the shame, blame, misunderstanding, and silence that so often hinder access to needed services and supports.

By joining YMHP today, you're stepping onto a highly collaborative team that is passionate about transforming our culture by placing mental health on an equal footing with physical health. We are looking for colleagues who are smart and know how to get things done. We believe in hiring high potential, humble individuals who can rapidly grow their responsibilities to keep pace with our growth.

Position Overview

The Program Director is a full-time, work-from-home leadership role on our small but growing team. The successful candidate will bring both structure and innovation to our expanding programs, with particular focus on The Parent Support Network™. The Parent Support Network is a peer support model, with meetings facilitated by volunteer caregivers with life experience raising children who struggle with mental health challenges. The Program Director ensures that the overall goals and objectives of The Parent Support Network are met.

This role is both strategic and tactical, requiring the ability to think big while following through on the details. The Program Director must be a creative thinker, self-starter, excellent relationship manager, and project leader who is comfortable juggling multiple responsibilities in a rapidly changing environment. The role will collaborate closely with Communications, Development, Finance and Operations team members to ensure that all programs are effectively promoted, managed, and funded. The successful candidate will report directly to and work closely with the Executive Director. *We are committed to an inclusive hiring process and strongly encourage diverse candidates to apply.*

Attributes of Competitive Candidates

Competitive candidates will be seeking a career growth opportunity and be eager to embrace the challenge of growing The Parent Support Network's footprint in communities across the country. They must have at least 7 years of program experience, possess leadership qualities, and management potential, and be committed to our mission of promoting mental health. They must be capable of and energized by expanding a proven program into new and more diverse communities and their skills must grow in tandem with a growing program. They must have strong interpersonal skills and be capable of working productively with a wide range of volunteers and community partners.

Responsibilities

Program Management and Evaluation

- Maintain and grow existing Chapters of The Parent Support Network
- Work with the Executive Director on a strategy to expand The Parent Support Network, which will include both in-person and virtual meetings
- Be responsible for the launch and implementation of new Chapters, including training new Facilitators
- Manage and support Regional Directors of The Parent Support Network

- Design and implement regular program evaluations through surveys to ensure that meetings have a positive impact and meet the needs of participants
- Track and analyze quantitative metrics to ensure program goals are met

Volunteer Management

- Lead and inspire our volunteer cadre of support group Facilitators
- Lead monthly Facilitator meetings with input from the Facilitators and Regional Directors
- Create ways of fostering relationships among the geographically distributed Facilitator cohort
- Engage regularly with Facilitators to ensure that they feel appreciated and valued
- Recruit and train new Facilitators and ensure that existing Facilitators participate in periodic training “refreshers” to ensure that best practices are shared and meetings adhere to The Parent Support Network model
- Provide feedback and ongoing mentorship to Facilitators

Partnership Development

- Establish and maintain relationships with partners in local communities who promote, sponsor, or support individual Chapters

Other

- Stay informed about innovations in the research, prevalence, and treatment of mental health conditions affecting youth
- Engage in “horizon scanning” to ensure that our programs remain vital, relevant, and impactful for families and communities
- Represent The Youth Mental Health Project through public speaking and promoting our work to the broader community
- Be willing to travel 10 to 20% of the time

About You

To be successful in this role, you will be:

- Motivated by improving the mental health of youth by supporting families
- Able to take initiative and work autonomously with minimal guidance
- A proven program manager who excels at meeting deadlines and achieving impact goals
- A proven people manager who can recruit, inspire, and manage a growing, geographically dispersed team
- Accustomed to working on multiple projects with different deadlines simultaneously
- A dynamic individual who is comfortable representing YMHP to partner organizations and the public
- A creative thinker who is unafraid of testing out new ideas
- Comfortable analyzing program data in Excel or Google Sheets
- Unafraid of building the foundation needed to scale our program

Qualifications

- A Bachelor's degree and at least 7 years of nonprofit program experience in a national organization
- Experience managing a program and improving program operations, including program evaluation, data collection, and analysis, and volunteer management
- Experience cultivating relationships with other nonprofit organizations and community partners
- The ability to communicate easily, respectfully, and sensitively, both verbally and in writing with volunteers, partners, parent, families, and colleagues
- Prior experience with nonprofits that offer peer support groups a plus
- Lived experience with caring for a family member with mental health challenges a plus

Compensation and Benefits

\$65,000 - \$75,000, commensurate with experience

Flexible paid time off, 12 paid holidays (including week between Christmas Day and New Year's Day); professional development.

To Apply

Candidates should send a resume and cover letter to Valerie Barton at valerie.barton@ymhproject.org with "Program Director" in the subject line.

We believe in diversity of ethnicity, ability, gender, sexual orientation, religion, and culture and that our differences are critical to effectively reaching every family whose child or young adult struggles with their mental health.