

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**YOUTH LIFE PROJECT PROGRAM MANAGER**  
**JOB DESCRIPTION**

**Scope of Work:** The Youth Life Project Program Manager coordinates the Youth Life Project for sexual violence prevention. The Youth Life Project Program Manager supervises paid and volunteer staff. The primary purpose of the Youth Life Project is to provide comprehensive sexual violence prevention and education to prevent or reduce sexual violence among 13 – 24 year old youth and young adults, including youth of color, Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) youth, and straight allied youth in Pima County. The Program Manager works with the Associate Director of Prevention and the Arizona Department of Health Services (ADHS) to design, implement, and evaluate the Youth Life Project sexual violence prevention program. The Youth Life Project Program Manager is a full-time exempt position that requires the ability to work very flexible hours including some evenings, late nights, weekends and holidays.

**Functional Responsibilities:**

- Work with the Associate Director to develop, coordinate, and manage collaborative, comprehensive and culturally competent sexual violence prevention programming for youth of color, LGBTQ youth, and other youth at risk in Pima County.
- Keep current on sexual violence and intimate partner violence prevention, harm reduction/risk reduction models, sexual health, substance abuse, and other health-related issues and serves as a resource to other agency and program staff on these topics.
- Hire, supervise, train, and evaluate Youth Life program staff, volunteers, and interns.
- Oversee implementation of Safe Dates curriculum for sexual violence prevention to youth ages 13-24.
- Develop and maintain collaborations with program partners, schools, and other community-based organizations.
- Maintain regular communication with service sites such as schools and community centers where outreach and curriculum delivery are to take place.
- Oversee the development of social media prevention messaging and ensure consistent community engagement.
- Oversee, develop, and deliver sexual violence prevention trainings for professionals and community members.
- Coordinate sexual violence prevention activities with ADHS and attend all quarterly meetings for the Sexual Violence Prevention and Education Program (SVPEP) and Sexual Assault Services Program (SASP)
- Coordinate with community collaborators on the Pima County Youth Violence Prevention Coalition and lead the sexual violence prevention sub-committee.
- Cultivate community relationships with alcohol serving establishments, merchants associations, and other community stake holders in night life sexual violence prevention.
- Coordinate with the University of Arizona to conduct outreach and referrals of alcohol serving establishments to the Arizona Safer Bars Alliance (ASBA) trainings.
- Ensure accurate and complete program data collection and timely reporting for funding sources, community partners, and SAAF.
- Assist Associate Director of Prevention with the development and monitoring of program budget.

- Oversee timely completion of program goals and objectives along with all other program deliverables.
- Attend all program, agency, and department meetings at SAAF and ADHS as required.
- Serve as a representative from SAAF for community events and committees.
- Works as a team member with other SAAF staff supporting all prevention projects as needed.
- Perform other duties as assigned.
- Report to the Associate Director of Prevention.

**Required Qualifications:**

- Bachelor's degree in social services or health-related field OR 3 years of direct service delivery experience in the areas of sexual violence prevention, sexual health, HIV/AIDS, behavioral health, or other social services health-related field.
- Excellent verbal and written communication skills.
- Team oriented/collaborative management style.
- Proficiency with Microsoft Office.
- Sensitivity to and ability to work with diverse populations, including the target populations stated in the Scope of Work.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Ability to obtain adequate fingerprint clearance through the Arizona Department of Public Safety (Paid for by SAAF).
- Access to reliable transportation, a valid Arizona driver's license and a driving record that will be supported by SAAF's liability insurance provider.

**Preferred Qualifications:**

- One year supervisory experience.
- Two years' experience, including supervisory, in prevention programming especially with youth.
- Knowledge and experience in development and implementation of collaborative community prevention projects.
- Bilingual (English/Spanish).
- Experience implementing curricula, designing/conducting educational presentations/workshops.
- Experience in development and implementation of targeted educational media campaigns.

**Compensation:** Minimum salary \$36,040; benefits include health, dental, and life insurance; long-and short-term disability insurance.

**To Apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

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