

# Youth Empowerment Performance Project



## Director of Services Job Description

**Job Title:** Director of Services

**Range Stipend:** 45K to 55K, negotiable depending on experience

**Classification:** Full-Time - 40 hours per week, In-person - No virtual

**Benefits Compensation:** 20% of the Annual Stipend in-lieu of medical, dental, vision, PTO

**Location Base:** 3338 N. Broadway St., Chicago, IL 60657

**Reporting To:** Executive and Artistic Director

### Mission

Youth Empowerment Performance Project (YEPP) seeks to provide a safe environment for lesbian, gay, bisexual, transgender and queer youth experiencing homelessness to explore their history; investigate new ways to address their struggles; and celebrate their strengths through self development, leadership development and community development programming that incorporate art-expression forms.

YEPP uses harm reduction, social justice, transformative and restorative justice, trauma-informed, and education for liberation (Theatre of the Oppressed and popular education) frameworks to contain and guide the work. As part of the work, we provide resource advocacy around areas such as housing, employment, educational, legal and health services, transportation, food, and many others.

### General Description

The Director of Services has primary responsibilities to connect YEPP members with resources and opportunities to achieve self-sufficiency and stability; develop and sustain relationships with partner organizations and community agencies to increase resources and services for members; and provide healing advocacy and trauma-informed support to assigned young people. The Director of Services will supervise the coordinators, interns and volunteers connected with services at YEPP.

## Primary Tasks and Responsibilities

### Resource Advocacy Work - 40%

- Meet with young people one-on-one to assess needs and provide resource advocacy around housing, employment, educational, legal and health services, food, transportation, and other basic needs/resources.
- Complete progress notes based on resource and healing advocacy provided, and submit reports to the Executive and Artistic Director as requested.
- Supervise employed team member(s) and intern(s) with tasks and responsibilities pertaining to any combination of resource and healing advocacy work.
- Navigate outreach efforts with other organizations to expand the resource network across Chicago.

### Chicago Youth Mutual Aid (CYMA) - 25%

- Supervise the CYMA Coordinator.
- Support coordination efforts with CYMA Coordinator and community partnerships.

### Drop In Services - 30%

- Supervise the Drop-In Services program which offers: laundry, showers, food, space for resting/sleeping, and low threshold resource advocacy.
- Supervise team members, interns and volunteers involved in the program.

### Other Duties - 5%

- Participate in staff meetings, retreats and training opportunities.
- Support with budget planning and financial reports.
- Perform other tasks as assigned

## Required Skills/Qualifications

- Minimum of a bachelor's degree (or equivalent) in non-for profit management, gender studies, social work, counseling, or any related programs.
- Minimum of 2 -3 years (or equivalent) experience supervising staff or volunteers.
- Proficient in Microsoft Office computer applications: Word, Outlook and Excel
- Experience working with LGBTQI+ individuals
- Experience working with people experiencing homelessness or housing instability
- Experience with and commitment to trauma-informed and harm reduction models
- Commitment to transformative and restorative justice
- Commitment to working in a diverse environment in regards to race, ethnicity, culture, sexual orientation and gender
- Able to work both on and off-site and clearly communicate with supervisors about work progress

### **Preferred Skills/Qualifications**

- Master's degree in human services or social work/counseling
- Bilingual (English/Spanish)
- Excellent verbal, writing, communication, and negotiation skills
- Ability to take initiative, be dependable, resourceful, and pay attention to details while thriving in a fast-paced environment
- Ability to independently and collaboratively work on multiple projects effectively and efficiently
- Knowledge of criminal justice, public policy, and social justice issues around LGBTQI+ youth homelessness

### **Additional Requirements:**

All staff are expected to consistently act within the values and frameworks central to YEPP, and in keeping with the mission of YEPP. Staff must have an overall commitment to serving the participants of YEPP and to contributing to a positive, respectful and accepting environment at YEPP.

### **Next Steps:**

We are keeping this job offer open until we hire the appropriate candidate. We invite applicants to submit their applications ([see application link here](#)) as soon as they can as we are reviewing applications as they come in and schedule interviews based on our application assessment.

Following the completion of this form, your application will be assessed. If your application gets selected, a staff member will reach out in order to schedule an interview. If you have any questions, don't hesitate to contact us at [info@WeSayYEPP.com](mailto:info@WeSayYEPP.com).