

Program Manager

Organization Texas Network of Youth Services (TNOYS)	Date April 2021
Position Title Outreach Manager	Location Austin, Texas OR Houston, Texas

POSITION DESCRIPTION:

The Texas Network of Youth Services (TNOYS) seeks an Outreach Manager to manage the execution of TNOYS’ membership program; coordinate TNOYS events and support data management through Salesforce; and provide support on other initiatives of TNOYS’ Communications team. Since 1980, TNOYS has led the charge to strengthen and support the organizations that work for and with Texas’ most resilient youth and young adults to ensure their success. This work is guided by four priorities: equity and inclusion, youth voice and youth-adult partnership, research and performance-driven policy and practice, and cross-systems collaboration. These priorities drive TNOYS’ strategy to advance systems change in the following youth-serving systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services.

Individuals with lived experiences with these systems are strongly encouraged to apply.

Reports to: Director of Communications

Principal Responsibilities:

Manage the TNOYS membership program:

- Conduct outreach activities working directly with TNOYS member organizations.
- Support team efforts to develop and deepen relationships with members and other TNOYS stakeholders.
- Support the development, design and continuous improvement of the activities, campaigns, and tools directed towards members.
- Be an active facilitator who can effectively kick-off, train, collaborate, and coach internal teams to improve reach and understanding of external stakeholders and the TNOYS member network.
- Provide support to youth serving organizations through in-person, virtual and phone support, and by developing materials and concepts across digital and print platforms such as blogs, brochures, curriculum, articles, technical writing, infographics, podcasts, etc.
- Facilitate TNOYS’ members-only communications and strengthen TNOYS member benefits. This includes producing newsletters and materials that are specific to TNOYS

member organizations.

- Support cross-functional coordination and communication across TNOYS Practice, Policy, and Partnerships team with a special focus on building youth-adult partnerships with TNOYS members and youth with lived experiences.
- Build TNOYS membership and track funds raised, campaign goals met and new members identified.
- Ensure the organization has strategic, consistent messaging and branding to attract TNOYS members. Plan and develop collateral to reinforce this message such as brochures, blog posts, videos, etc.

Coordinate TNOYS Events and Data Management:

- Identify and secure conference attendance and speaking opportunities. Manage and grow event sponsorships across the organization, including for events like the annual conference.
- Sustain and expand partnerships with local and national coalitions, committees, and other organizations that work across youth-focused systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services.
- Develop message frameworks and talking points for key initiatives, strategic priorities of the organization, and events.
- Utilize Salesforce to track all activities, analyze data, and ensure continuous improvement across TNOYS systems.

Provide support on other initiatives of TNOYS' Communications Team:

- Collaborate with youth-serving organizations across systems and geographic areas, other key stakeholders, and youth and young adults with lived experience.
- Draft press releases, editorials, media pitches, holding statements and talking points that publicize and support TNOYS' mission and goals.
- Write Op-eds and blogs and synthesize state and national statements, policy and program materials to develop story angles and pitches for media.
- Support powerful messaging and consistency across communications vehicles, including the website, email and print newsletters, campaign collateral, reports, and social media for all audiences, internal and external, and communities.
- Write, edit and distribute news releases and statements and craft personalized pitches for reporters, editors and producers to land high-quality media coverage at national, regional and local levels across all types of media.

Qualifications:

- Bachelor's degree required; advanced degree(s) preferred in a relevant field such as communications, marketing or public policy. Lived experiences can be substituted for educational requirements.
- Minimum 3 years of program and project management experience.
- Ability to build effective and strategic partnerships with a wide range of partners (public sector, private sector, plural sector, etc.).

- Comfortable in a fast-paced start-up atmosphere and remote work environment.
- Excellent oral and written communication skills & excellent organizational and time management skills.
- Strong attention to detail and ability to track and analyze data.
- Strong interpersonal skills and ability to work in a team environment.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.
- Outreach, marketing, and communications experience preferred.

Salary & Benefits:

Competitive annual salary of \$50,000 - \$64,000 annually, depending on qualifications. Comprehensive benefits package, including medical and dental coverage and generous vacation, etc.

How to Apply:

To apply, please send a resume, short writing sample, and cover letter to resumes@tnoys.org and write "Outreach Manager" in the subject of email. The proposed start date of the position is June 1, 2021 or earlier if possible. Applicants will be screened on a rolling basis and interviews will be scheduled as qualified applicants are identified. The final date to submit your application is May 20, 2021.

About TNOYS:

TNOYS works to strengthen services and support for Texas youth and families to help them overcome challenges and achieve healthy development. We work with young people across Texas to center their voices in the policies and programs that most affect them. Our network of members share a vision of Texas where all youth and young adults are valued, their strengths are recognized, their voices are heard and respected, and they have access to the resources, opportunities, and support they need to meet their goals.

TNOYS is an equal employment opportunity employer and strongly encourages diverse candidates to apply. TNOYS does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.