



# CENTINELA YOUTH SERVICES (CYS), INC.

A Private Nonprofit Corporation

*An equal opportunity employer*

## Program Specialist – Community Outreach

### JOB DESCRIPTION

The mission of Centinela Youth Services, Inc. (CYS) is to strengthen families and communities by empowering youth to resolve conflicts and overcome obstacles in order to become successful students and contributing adults. CYS is a 501c3 non-profit, restorative justice organization established in 1975. CYS operates a variety of innovative programs proven to increase student performance; reduce school dropout rates, gang involvement, youth violence and crime and ultimately help preserve families.

### Compensation

This is a full-time (40 hours per week) position, including benefits. Salary is commensurate with experience. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period. Our benefits program includes a 50% health cost reimbursement (for employee only), time off accruals and holiday pay. Dental, vision and supplemental insurances are also available.

### Minimum Qualifications

- Bachelor of Arts from an accredited college.
- Minimum, two years' experience in similar program outreach role in professional or volunteer position.
- Strong experience in community organizing/engagement, and new program development.
- Excellent conflict resolution skills.
- Skilled in culturally sensitive approaches to social work.
- Experience working with adolescents and high-risk populations.
- Strong oral and written communication skills, including the ability to develop and conduct presentations.
- Ability to work well under stress, meet deadlines, and be flexible in job duties and assignments to meet program needs.
- Proficiency in various software applications, including Outlook, Excel, Google Docs/Drive, PowerPoint.
- **Must pass background clearance and TB test.**

### Preferred

- Experience implementing Restorative Justice and restorative practices in schools or community.

**General Functions and Responsibilities:** Reporting to the Executive Director, the Program Specialist will build a new community outreach program from scratch; designing program systems, protocols and forging partnerships. The Program Specialist will be expanding on the work of the Everychild Restorative Justice Center (ERJC), which is leading innovation that is transforming youth justice in LA and the state, with a commitment to both youth development and servicing victims of youth crime, while impacting systemic change to end the school to prison pipeline. Drawing from lessons learned in the ERJC's direct service work with youth and families, the Program Specialist will be developing key restorative solutions in communities and schools to influence systems change. The objective is to create community-based systems that lend preventative support to young people to avoid justice contact all together. Duties include, but are not limited to, the following:

- In partnership with the Executive Director, the School Transformation Specialist and the Restorative Justice Specialist (working with law enforcement), this position will recruit, train, coach and engage community volunteers and community agency partners to formulate Restorative Conferencing Committees who will set up systems and processes needed to develop intervention strategies for at risk youth in the community.
- Co-facilitate restorative conferencing groups until volunteers can lead on their own.

- Directly supervise two (2) pilot sites.
- Facilitate monthly community partner/volunteer meetings.
- Develop and maintain accurate work instructions to support program quality.
- Help give intellectual leadership to our agency-wide strategies based on staying abreast of research and best practices in the fields of Restorative Justice and community engagement.
- Work with other members of the leadership team to ensure successful communication and coordination between all CYS programs and participate in strategic planning.
- In collaboration with the Restorative Justice Program Specialist and School Transformation Specialist, maintain collaborative relationships with referring agency (law enforcement, courts, schools) contacts to monitor trends to inform program development.
- Facilitate on-going recruitment and on-boarding process of new volunteers for CYS programs by spreading the word, demonstrating CYS's work and forging mutually beneficial partnerships to improve community conditions.
- Gather statistical information as directed/requested, participate in internal and external audit; prepare and submit timely reports (i.e. Board meeting report, grant reports, etc).
- Work closely with program evaluators to insure appropriate evaluation design and implementation
- Work with Executive Director to develop, plan and implement strategies to manage program growth.
- Represent CYS Restorative Justice programs in County and community meetings, and professional associations, as needed.
- Through communication, leadership, modeling and accountability, reinforce CYS's organizational core values among all staff, interns and volunteers.

**Other Duties:**

Other duties may be assigned as needed.

**Working Conditions**

Performing duties of the Program Specialist may require spending the majority of the day walking, standing, sitting and regularly driving back and forth to off-site locations. Must possess a valid California driver's license, have use of a motor vehicle and be able to provide evidence of automobile liability insurance. **Office Hours:** Monday – Thursday 8 – 6, every other Friday 8 – 5. To accommodate community events, must be flexible to work late hours (10:30am – 8:30pm) or weekends a few times per month.

**Work location**

This position is based in our Hawthorne office, with some days or evenings worked at our Inglewood, South Los Angeles or Pacoima locations. This position also requires a significant amount of local travel, engaging partners in community settings around LA County.

**How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of resumes. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

CYS, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

*CYS, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodation or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform CYS, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org). To learn more about CYS, Inc. or the services provided, you may visit the website at [cys-la.org](http://cys-la.org).*