



UNITED FRIENDS of the CHILDREN

Preparing Foster Youth for a Future That Works

Current Job Opportunities

Director of Transitional Living Programs

United Friends of the Children (“UFC”), an established, well-respected and innovative nonprofit serving foster youth in Los Angeles County, seeks a Program Director for its Transitional Living Programs (“TLP”). The TLP Director will work in UFC’s Los Angeles headquarters and at housing sites in Whittier and Inglewood and will report to the President.

ABOUT UFC

United Friends of the Children is a nonprofit organization dedicated to bettering the lives of foster children and to supporting former foster youth in their journey to become successful, independent adults. UFC staff and volunteers guide foster children and youth on their life journey to become confident, successful, independent adults—helping prepare them for a future with intention. UFC programs offer emancipated foster youth comprehensive services that speak to their most urgent concerns—housing, employment and education—as well as their intangible needs, such as identity, trust, self-esteem, communication skills and emotional well-being.

UFC was founded in 1979 by Nancy Daly Riordan to address the unmet needs of Los Angeles’ most vulnerable and underserved population—foster youth. With leadership from a strong Board of Directors, the organization’s mission expanded to include individual advocacy, educational programs, transitional housing, career programs and foster family support. Today, UFC provides services and support to more than 2,000 young people each year through its Transitional Living, Education and Career Development Programs. The organization’s primary goal is to provide foster youth with the opportunity to finish high school, find housing, attend college and acquire the skills necessary to support themselves.

Headquartered in Los Angeles, UFC employs 27 administrative and programmatic staff members and operates 10 apartment complexes which are used for transitional housing. Its current operating budget is \$4.5 million. The organization recently completed a strategic plan which envisions significant growth in the next five years including the design and implementation of a scattered site model for transitional housing and expansion of its existing education programs. For more information, please visit: www.unitedfriends.org.

ABOUT THE POSITION

UFC's Pathways Transitional Living Program is a service-enriched transitional program offering a full spectrum of support for emancipated youth between the ages of 18 and 23. UFC staff provide educational mentoring and assistance, health and mental health services, career and vocational counseling, life skills training courses, and ongoing personal support. The goal of the program is to equip and enable emancipated foster youth to enter the next stage of their lives in a way which affords them the greatest likelihood of a successful transition to independent adulthood.

UFC seeks an experienced, energetic and passionate leader to direct its Transitional Living Program. The next TLP Director will have the opportunity to build on the solid foundation of this successful program and to work with a highly talented and dedicated staff and Board of Directors to implement UFC's expansionary vision for the future.

Minimum Qualifications

Applicants for the position of TLP Director must meet the following minimum qualifications:

- ∞ A demonstrated interest and experience in human services programs (foster youth experience preferred);
- ∞ B.A. degree (with a masters degree in social work or license in clinical social work strongly preferred);
- ∞ Supervisory experience.

Core Competencies

- ∞ A demonstrated passion for helping underserved and ethnically diverse youth.
- ∞ Experience with human services program design and implementation.
- ∞ Ability to motivate, inspire, and manage an ethnically and experientially diverse group of staff and volunteers, while maintaining UFC's supportive and flexible working environment.
- ∞ Ability to communicate orally and in writing in a clear, effective, and persuasive manner before small and large groups (e.g., with Board members, prospective donors, foundations, etc.).
- ∞ Ability to relate to the youth served by UFC with genuine warmth and compassion while helping them overcome a history of co-occurring psycho-social and environmental issues.
- ∞ An understanding of the critical importance of fundraising efforts and a willingness to participate actively in fundraising activities.
- ∞ Ability to work closely with UFC's President and management team to engage in program planning efforts, to guide staff in their implementation of annual and long-range plans, and to create and monitor TLP's annual budget.
- ∞ Willingness to keep current with emerging trends and developments relevant to emancipating foster youth and to design and implement training programs for TLP staff.
- ∞ Willingness to work flexible hours, including some evenings and weekends as needed.

The ideal candidate will be a visionary leader who brings intelligence, creativity, initiative, good judgment and integrity – along with a sense of humor – to his or her work, and who can work collegially with Board and staff members and develop a sense of ownership and pride in the TLP.

Primary Responsibilities:

- ∞ Direct the daily operations of the Transitional Living Program.
- ∞ Supervise and mentor program staff.
- ∞ Develop program budgets (currently \$1.8 million) and monitor expenditures.
- ∞ Assist the Development Director and President with fundraising efforts (grant-seeking, major gifts solicitations, special events, etc.).
- ∞ Manage TLP through an ambitious plan for growth including design and implementation of a new scattered site model.
- ∞ Represent UFC and the TLP in the broader community to further TLP's goals of serving as a model program for serving emancipating youth.

APPLICATIONS:

Applications will be accepted until the position is filled. In order to be assured of full consideration, however, candidates are urged to submit their application materials by April 25, 2008.

Interested candidates should prepare the following:

- ∞ A cover letter expressing in detail why they are interested in the position of TLP Director and what they believe they can contribute to the future of UFC and its client communities;
- ∞ A current resume; and
- ∞ Names of and contact information for three references.

Please submit all materials electronically to: jobs@unitedfriends.org.

UFC is being assisted in this search by Pegine Grayson, Nonprofit Consultant. Candidates may direct any questions about the position or process to Ms. Grayson at (626) 755-1186 or peginegrayson@gmail.com.

College Counselor/Educational Advocate

UFC is seeking a uniquely qualified individual with a minimum of three years experience in education and/or counseling to help foster youth prepare for and graduate from four-year colleges and universities. The right candidate will be part academic counselor and part advocate to ensure that students in UFC's education programs are getting the individualized supports they need to be successful in school.

Requirements include - Bachelor's degree, Master's degree in the fields of education, counseling, or social work preferred (Could be an excellent fit for MSW with interest in non-clinical counseling and advocacy work), knowledge about effective college access and retention programming, excellent written and oral communication skills, creativity and an sense of humor, Spanish speakers strongly preferred.

The position is full-time. Salary commensurate with experience. To apply send cover letter with salary requirements and resume to UFC College Counselor Search fax: (213) 580-1820 or email jobs@unitedfriends.org.