



PROGRAM DIRECTOR
ROOT NS INC. - SALEM, MASSACHUSETTS

About Root: Root's mission is to provide youth, ages 16 to 26, with a pathway to employment and financial independence. Through developing life and work readiness skills, youth leave Root prepared for success in the workplace.

Founded in 2016, Root is a 501(c)-3 non-profit organization that uses the culinary arts as a tool for teaching workforce readiness and life skills to low-income youth in Essex County with barriers to employment. Root's 14 week, 240-hour program of direct kitchen and classroom training helps young people transform their lives and futures through technical and experiential education, leading to employment and financial self-sufficiency. Core to Root's model are three social enterprises - the Root Cafe, Catering by Root, and the HarborPoint event space on Salem Harbor - all of which provide experiential education and employment opportunities, as well as income that offset Root's reliance on philanthropy. In addition, in March 2020, Root launched our Community Catering initiative to expand employment and continued skill development to Root youth graduates and help address food insecurity in Essex County with freshly prepared meals for those in need. To learn more about Root, please visit: www.rootns.org.

Six organizational core values are at the heart of Root's mission and all we do:

- **Youth-First is our "North Star"**. As an organization and as a team, Root leads with the interests of youth in our programs and our enterprises. In order to prioritize young people, we create opportunities for youth to influence our work and their experience.
- **Hands-on Skill Development Differentiates Our Graduates & Empowers Them**. We believe hands-on skill development is the most effective approach to job training. Providing youth with practical tools through our enterprises empowers them in the face of systemic marginalization.
- **Team Transcends Individual and Collaboration Leverages our Individual Efforts**. By working together and with our partners, we believe we serve youth and Root's mission most effectively.
- **Diversity and Inclusion Strengthens Us**. We acknowledge, respect, and embrace the differences within one another and the communities we serve.
- **Big success is a series of small wins**. We meet youth where they are and celebrate their individual victories as steps on their path to success.

Position Overview – Program Director: Root is looking for our next leader to direct an entrepreneurial and growing job training program with a robust and engaged group of graduates. The Program Director role is a part of Root's core leadership team and is responsible for the strongest developmental experience and outcomes possible for youth participants. The primary responsibility of the Program Director is to provide the vision and leadership of Root's Youth Culinary Job Training program including overall execution, participant recruitment, program standards, youth advising, partnership development, and a commitment to continuous improvement.

This role requires a foundation in youth development including experience working with youth from diverse backgrounds, a track record of management, and a commitment to expanding opportunities through an experiential education model. S/he will be responsible for leading the program team to maintain a strength and outcomes-based approach to supporting young adults and graduates served by Root. This position reports to the Executive Director.

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Areas of Responsibility:***Executive Leadership & Program Management***

- Participate as a senior member of Root's leadership team, helping to inform and guide Root's continuing growth and impact through our mission and values.
- Provide leadership in continuing development of Root's signature job training program as well as day-to-day program management, team supervision, and ongoing staff professional development.
- Oversee ongoing program evaluation, data management, and continuous learning to ensure the strongest possible outcomes for youth participants and alumni.
- Develop and manage program budget to support priorities. Assist organizational fundraising efforts by presenting the program to funders, participation in fundraising events, and assisting with grant writing as needed.

Youth Training Program Development, Direct Support, & Alumni Services

- Lead the development and execution of the Root's workforce readiness curriculum and oversee Chef Educator and culinary learning standards.
- Direct youth advising program and serve as an advisor to a limited number of youth participants throughout each program cycle to ensure youth are well supported in meeting program expectations.
- Manage relationships with organizations that can provide key wrap-around services and youth referrals.
- Oversee the continuing development and implementation of Root's alumni services with the Transition & Alumni Services Manager in order to assist graduates in their educational and workforce endeavors for a full year post-graduation.

Youth Recruitment & Partnership Development

- Focus on strengthening Root's recruitment and outreach efforts to ensure program enrollment and participation goals.
- Oversee referral partnerships with nonprofits, schools, and state agencies focused on serving young adults with barriers to success.
- Manage volunteer and community engagement including (but not limited to) guest chef involvement and opportunities that support individuals working directly with youth through mock interviewers and resume development.

Qualifications:

- Minimum of seven years' experience providing direct services to youth with at least two years' experience in a management capacity
- Commitment to Root's mission and values
- Positive and enthusiastic style capable of motivating others, and experience in team management
- Collaborative approach to problem-solving and experience in building and growing external partnerships
- Excellent project management and planning skills
- Strong public speaking, listening and written communication skills
- Experience in youth outreach and engagement preferred
- Driver's license required.

Working Conditions & Physical Requirements: Ability to lift 20 pounds; visual and hearing acuity to perform job-related functions; evenings and weekend hours sometimes required; and local travel sometimes required.

Application Instructions: Interested candidates should submit a cover letter and resume to Scott Knox, Executive Director of Root, via email (sknox@rootns.org) by **Friday, March 26, 2021**.

The youth and communities served by Root are diverse, and we aspire to reflect that diversity in our staff. Root strives to have the most diverse applicant pool possible; to that end, we encourage individuals of all backgrounds to apply for any position at Root. By fostering a diverse and inclusive environment, we seek to provide the best training experience and employment environment for Root Trainees and alumni, and ensure they are prepared to succeed in the 21st century workplace.