



**Company:** Indiana Black Expo, Inc.

**Job Title:** Director – Youth and Family

**Department:** Youth and Family Programs (YFP)

**Reports To:** Vice President Administration

**Employment Status/Method:** Full-Time/ On-site

**Location:** Indianapolis, Indiana

**Travel:** 10-15%

**About Us:** Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of **Integrity. Accountability. Trust. Customer Service. Quality. Teamwork**

*Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.*

### **Job Summary:**

The Youth and Family Program (YFP) Director will be focused on enabling the achievement of the study's programmatic recommendations and desired outcomes for all youth and family-related programs. Will assist with the strategic development of related programs along with leading the implementation of community-focused engagement and outreach designated for IBE youth and family programs. Plans and organizes all youth and family events to include cultural arts-related activities and education conferences.

### **Key Responsibilities:**

- Managing the delivery of youth and family programming throughout the organization
- Providing supervision of youth and family program-related staffing
- Supports and organizes youth and family-related conferences, programs, and events
- Serve as a liaison between program-related stakeholders and organizational staff
- Ensure deliverables specified in program-related work plans are met
- Assist with program reports, grant proposals, grant metrics, and any related project needs are executed

**Education/Qualifications/Skills:**

- Bachelor's degree or greater in education, human services, psychology, or related field required with at least 3 years experience in program management
- Ability to be a strategic, critical thinker with strong team and relationship-building skills
- Ability to analyze programs and establish metrics that ensure the YFP programs are on course to meet or exceed all contract KPIs and deliverables
- Ability to thrive in a transforming, progressive, fast-paced environment
- Innovative problem-solver and decision-maker
- Self-Starter and Entrepreneurial Spirit
- Strong organizational skills
- Good communication skills both written and verbal
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software required
- Willing to work non-traditional hours pending program needs to include some weekends

**Benefits:** Some key benefits include but are not limited to the full benefits package (Health/Dental/Vision/Life/Retirement) 10 Paid Holidays per year, Wellness Benefits, and more.

**Working Conditions/Physical Requirements:**

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times
- Ability to walk long distances and stand for periods of time

To apply please send your cover letter and resume to [humanresources@indianablackexpo.com](mailto:humanresources@indianablackexpo.com).