THE CENTER FOR FAIR FUTURES INC.

# Juvenile Justice Relationship Manager – Consultancy Scope of Work

**Job Description:**

Fair Futures is a youth-led advocacy movement and a youth-centered model that supports young people who are system-involved with the long-term, 1:1 supports they need to achieve their potential. As a result of the advocacy efforts led by the Fair Futures Youth Advisory Board, New York City became the first in the nation to secure public funding for all young people in foster care and juvenile justice.

The Center for Fair Futures (the Center) was launched to support the implementation of the Fair Futures model across the NYC child welfare agencies and juvenile justice sector. The Fair Futures model is a comprehensive program designed to help young people have access to individualized supports they need to achieve their potential, through age 26. This includes a coaching program where young people ages 14+ are matched with a full-time, professionally trained Coach.

The overall goals of the Fair Futures program are to help young people:

- Build trusting relationships and a network of positive adult and peer supports;
- Prepare for and graduate from high school;
- Connect to and persist in post-secondary settings;
- Engage in career exploration and career development experiences in line with their interests to help them eventually navigate onto a living wage career pathway;
- Access and maintain stable, affordable housing if they are exiting foster care and gain independent living and life skills.

The Center is seeking a consultant to join our team to help build and manage relationships with our Fair Futures juvenile justice providers. To be successful as a Relationship Manager you should be able to support the staff in gaining the knowledge and skills needed to be successful in their respective roles and help ensure quality implementation, growth, and sustainability of the Fair Futures model at each provider agency.

The scope of this consultancy will include two key areas:

1. **Technical Assistance (TA) Delivery/Facilitation/Coordination**
    - Assist with onboarding of new staff at provider agencies;
    - Conduct 1:1 and small group TA sessions to help staff understand the Fair Futures goals and steps model and framework and content knowledge across education, career development, and housing (and other topics, as needed)
    - Conduct 1:1 and small group TA sessions on how to effectively use data/reports to inform the work and improve processes
    - Deliver at least 1 workshop each month to the system; develop the agenda, recruit seasoned staff, guest speakers, and young people to participate on panels; coordinate seasoned staff, guest speakers, and young people to participate on panels; coordinate presenters, facilitate Workshops, and upload them to the FF website.
    - Handle staff inquiries
    - Track all training and TA provided to staff for reporting purposes

2. **Relationship Manager**
    - Visit each provider on-site at least once/month to support staff in person with the above activities
    - Join virtual leadership check-ins with Katie and Emil each month
    - Track implementation progress and assist agency leaders with implementing processes, where needed
    - Help create a dashboard to track key implementation and performance metrics; present to the team monthly
    - Be a support to the staff by listening to their concerns and challenges. Apply the necessary solutions and know where to direct them for additional support.
    - Help Co-facilitate Learning Communities each month for Coaches, as needed.

**Requirements/Qualifications:**

- Have at least 5 years of a proven, successful track record of leading teams
- At least 5 years of experience in youth development, including having worked with the juvenile justice population
- Foundational knowledge of NYC's high school education and workforce sectors, schools/programs, and resources
- Experience leading workshops and trainings
- Bachelor's degree required, Master's preferred

**Salary:**

Range between $130,000-160,000 depending on experience and education.

**How To Apply:**

To apply for this position, please submit a complete application package including:

1. Resume
2. A cover letter outlining how your skills and qualifications meet the position requirements
3. Three references with current contact information '

Please email the application package to admin@fairfuturesny.org.

Resumes submitted without a cover letter and references will not be reviewed.