



Position: Program Manager – Education & Employment

Job Type: Full time

Salary Range: \$70,000 to \$90,000/ year

Reports To: Director

Job Summary: Residential Youth Services & Empowerment (RYSE), a community-based organization focused on ending youth homelessness in Hawai'i, is seeking a Program Manager for its Education and Employment Department. This role ensures high-quality programming that supports youth in achieving educational stability and meaningful employment.

The Program Manager oversees program quality, data and reporting, grant compliance, operations, and staff supervision, helping strengthen RYSE's continuum of care and empower street youth to move beyond homelessness. The ideal candidate brings values-driven leadership, strong problem-solving skills, and experience working with youth facing educational or employment barriers, along with a deep commitment to youth empowerment and RYSE's vision of ending youth homelessness.

Job Responsibilities:

- Ensure high-quality Education and Employment programming by developing and implementing quality assurance practices aligned with best practices and RYSE's mission.
- Manage all aspects of grant administration, including compliance, timely reporting, data-driven outcomes tracking, and participation in grant renewals.
- Lead departmental data collection and analysis using HMIS/Clarity to track youth progress, measure outcomes, and inform program improvements and funding opportunities.
- Supervise and support program staff through hiring, training, mentoring, and performance evaluation to build a collaborative, high-performing team.
- Oversee departmental administrative operations, including budgeting, resource allocation, and logistics, to ensure efficient use of grant funds.
- Strengthen education and employment pathways by partnering with community stakeholders to expand accessible opportunities for youth experiencing homelessness.

- Contribute to agency-wide strategic planning and mission advancement, aligning departmental goals, data, and grant strategies with RYSE's vision to end youth homelessness.

Required Qualifications:

- 1-year supervisory experience which must include assigning work, guiding staff, and participating in agency decisions.
- Knowledge of the DOE, higher education, vocational, and career resources is highly preferred.

Educational Requirements:

- Preferred: Master's degree from a four-year university in Education, social sciences, criminal justice, or related field.
- Required: Bachelor's degree with experience in target population.

Physical Demands & Work Environment

This position involves engaging with diverse communities, participating in site visits, and attending policy discussions. Reasonable accommodations will be made to ensure accessibility.

While primarily office-based, occasional fieldwork, community meetings, and housing site evaluations may be required. Standard office responsibilities include document preparation, computer use, and phone communication.

Commitment to Diversity & Inclusion

RYSE is committed to equity, inclusion, and social impact. We encourage applications from individuals of all backgrounds, including members of the LGBTQ+ community and those with lived experiences in housing insecurity.