



Director of Programs and Evaluation

JOB CLASSIFICATION: Exempt

Location: Indianapolis

Full-time

Health, Vision, Dental, STD, LTD, AD&D Life Insurance, PTO, 403B

Reports to: CEO

About LifeSmart Youth

LifeSmart Youth™ is a 501c3 founded in 1043. We offer five comprehensive, school-based health education programs that meet both the Indiana Academic Standards for Health Education and the schools' desire to provide relevant, age-appropriate health information for students. Our programs focus on human growth and development, life skills, disease prevention, pregnancy prevention, healthy relationships and bullying prevention.

Our commitment to Diversity, Equity, and Inclusion

LifeSmart Youth is committed to providing an environment where all stakeholders whatever their gender, race, ethnicity, national origin, age, sexual orientation, socioeconomics, or disability receives fair, just and equitable treatment. Our approach is nondiscriminatory, and we provide equal opportunity for involvement and advancement in all aspects of our organization. As a trusted provider of school-based education, we are committed to providing a culturally responsive education that empowers youth to live healthy and safe lives.

Position Summary

The Director of Programs is responsible for providing leadership and direction on LifeSmart Youth program content; implementation and evaluation of programs with emphasis on measurable outcomes using data and best practices; prioritization of programmatic objectives, activities, and budget needs; development of financial

resources to support prioritized areas of work; continuation and development of team-based approaches; staff development, integration of programmatic activities, promotion of shared accountability, effective management, and production of high-quality work products.

The Director of Programs works independently and collaboratively with LifeSmart Youth staff to direct, develop, manage, and implement activities in the following areas: adolescent health programming; research and evaluation; grant and contract management; communications and marketing; and resource development. Other responsibilities include serving as an effective LifeSmart Youth representative locally, regionally, and nationally, and establishing and maintaining partnerships to advance the LifeSmart Youth mission. The Director of Programs and Evaluation position requires a proven, forward-thinking, and dynamic individual to provide proactive leadership and vision in developing new, innovative programs. This includes having excellent analytical, interpersonal, organizational, and writing skills; strong relationships throughout the health education field and across other sectors; strong public speaking and presentation skills; as well as discretion, sound judgment, and political acumen. The ideal candidate will have experience with the K-12 education system, understanding of the political contexts that shape and frame education policy in Indiana. In addition, the Director should have experience working with grants and other fundraising projects. The position requires a clear understanding and empathy for the challenges faced by resource- and capacity limited communities; and knowledge/understanding of health equity and economic and social determinants of health.

Principal Responsibilities & Essential Job Functions

1. Supervise the evaluation of programs and the development and implementation of curriculum both virtually and in-person.
2. Collaborate with colleagues to conduct assessments and evaluations of key programs
3. Develop common and customized assessment and evaluation tools
4. Monitor and evaluate data collection and quality improvement initiatives for all LSY programs
5. Design and develop data collection and program evaluation tools.
6. Coordinate and prepare Health Educators to deliver engaging education utilizing effective techniques and methods.
7. Supervise full-time Health Educators, Scheduling Staff, and college interns to ensure strategic programmatic goals are achieved.
8. Seek continued knowledge in the functions of community foundations, including community leadership, managing funds, financial management, grantmaking policies and procedures, and board governance
9. Facilitate networking and cultivate relationships with state agencies and community foundations and community partners.
10. Work closely with the Director of Development to support all aspects of the program's work.
11. Identify and collaborate with other youth serving organizations to jointly deliver programming for greater impact.

12. Work in partnership with staff, board members, funders, and community partners to advance the LifeSmart Youth mission.
13. Support and encourage staff to fulfill their potential and pursue professional development.
14. Oversee the application of technology in the classroom and in office/work-related tasks.
15. Address day-to-day issues that arise with staff, school partners, parents, including reports made to the Department of Child Services.
16. Coordinate the interview and hiring process for new program staff.
17. Oversee the onboarding, training, and preparation of new program staff to support and present the LSY curriculum.
18. Work with the Manager of Program Quality to ensure the effectiveness of program delivery.
19. Provide job performance evaluations to all program staff based on classroom observations, survey data, and other metrics, as appropriate.
20. Consider the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability, and delivery of services to students and interactions with partners.
21. Respond to diverse needs of staff, school partners, parents, students, and other LSY stakeholders.
22. Demonstrated expertise in health and youth development, especially in LSY's primary areas healthy relationships and the prevention of bullying, reproductive health, teen pregnancy and sexually transmitted disease prevention.
23. Serve as the primary liaison to the Programs and Evaluation Committee of the Board of the Directors.

Core Competencies

1. **Human Capital Management** - Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems.
2. **Diversity and Inclusiveness** – Demonstrates a strong commitment to diversity principles and fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the organization's goals.
3. **Decision Making** - Uses sound judgment to make good decisions based on information gathered and analyzed.
4. **Teamwork** - Interacts with people effectively; Supports group decisions and puts group goals ahead of own goals.
5. **Planning & Organizing** - Plans and organizes tasks and work responsibilities to achieve objectives; Allocates and uses resources properly.
6. **Communication** - Expresses ideas effectively; Organizes and delivers information appropriately; Listens actively.
7. **Stress Tolerance** - Deals with difficult situations while maintaining performance.

8. **Problem Solving** - Analyzes problem by gathering and organizing all relevant information; Comes up with appropriate solutions.
9. **Continual Learning** -Assesses and recognizes own strengths and weaknesses; pursues self-development
10. **Strategic Thinking** - Formulates objectives and priorities and implements plans consistent with the long-term interest of the organization in a global environment, capitalizes on opportunities and manages risks.

Minimum Qualifications & Skills

- Bachelor's degree in a health-related field is preferred; however, equivalent related work experience will be considered.
- A minimum of 5 years of experience working in a programming or educational role.
- 3-5 years of management and supervisory experience.
- Proficient with basic technology platforms and programs such as Microsoft 365 Knowledge of and experience with Salesforce
- Practical knowledge and comfort in educational techniques and practices.
- Excellent interpersonal and communication skills, oral, and written.
- Strong ability to organize and manage multiple priorities.
- Well-developed relationship building skills with multiple stakeholder interests.
- Perform as a self-starter.
- Ability to work well within a team environment.
- Access to reliable transportation to attend meetings locally, regional, and statewide
- Ability to travel outside the state and around the State of Indiana
- Commitment to the values and mission of LifeSmart Youth
- Fluent Spanish speaking preferred

SALARY RANGE & BENEFITS: Up to \$70,000, plus competitive benefits package with generous PTO, 9 Observed Holidays, health/dental/vision insurance and retirement contributions (403B).