



Heal • Restore • Transform

Director of Training and Evaluation

Direct Report: Senior Director of Strategy

Status: Full-time; Exempt with benefits: Blue Cross Medical/Dental/Vision, 403(b) retirement plan, Holidays, 4 weeks Paid Time Off, 10 weeks paid Parental leave

Salary: \$92,000

Alternatives Overview

Our mission is to inspire young people to create a just future through practices that heal individuals, restore communities, and transform systems. Since 1971, Alternatives has modeled innovative alternatives to the status quo in Chicago's youth services field. Our school and community-based therapy, prevention and leadership development programs support young people to individually and collectively address causes of substance abuse, grief and trauma while building social-emotional, career and social change skills. In addition to working directly with young people, we train, coach and advocate for youth-serving institutions like Chicago Public Schools and community-based organizations to be restorative and trauma-informed.

Position Overview

The Director of Training and Evaluation provides administrative oversight in the implementation, maintenance, evaluation, and growth of Alternatives' capacity building programming including staff supervision, program planning, training, and coordinating relationships with community and system partners to provide grant funded and fee-for-service capacity building services. The Director of Training and Evaluation also

Responsibilities:

Perform the following from a racial, gender, sexuality, and ability equity lens:

- Strategize development of systems and training departments, achieve set goals of fee-for-service revenue for training and capacity-building services to expand within and out of the Chicago region, etc.
- Coordinate and oversee the development, implementation, and ongoing evaluation of capacity building and training activities in collaboration with leadership team
- Recruits, hires, supervises, trains, supports, and evaluates, directly or indirectly, a multilevel staff and makes recommendations on agency personnel practices and policies.
- Ensure compliance of all relevant contracts and grants, including effective performance documentation and timely completion of all necessary reports
- Ensure training of frontline staff to provide external trainings and capacity-building
- Identify, apply to, and report progress for funders in collaboration with the development team.
- Provide administrative oversight of Alternatives' program evaluation team and client database software
- Generate and troubleshoot monthly billing reports for contracts
- Plans, develops and administers program components consistent with agency policies and community needs



- Negotiate, maintain, and develop contracts with outside providers to provide capacity building support
- Prepare proposals and budgets for various grants and funding sources in support of the enhancement of assigned areas
- Oversee compliance and quality assurance of Alternatives' contracts; including reviewing and submitting all monthly, quarterly, general and statistical reports as required
- Complete the development of expanded Medicaid billing policies, procedures, and infrastructure plan
- Maintain knowledge current on agency's theories and Chicago's behavioral health, trauma-informed, restorative justice, and capacity building structure, methodologies and best practice.
- Actively participate in all applicable staff and team meetings, professional development trainings and supervision meetings.
- Coordinate development and maintenance of key community relationships, serving as principal contact, and ensure written linkages are established with all partners.
- Serve as a member of the leadership team and other working groups as assigned
- Monitor and administer assigned budget
- Represent Alternatives at relevant forums and events as assigned.
- Participate in Alternatives' fundraising initiatives.
- Other duties as assigned

Qualifications:

1. At least 3 years of experience in progressive nonprofit management including supervision and program management, and a least 5 years of experience in direct service
2. Must possess solid understanding of data collection and program evaluation
3. Excellent verbal and written communication skills and project management skills working with multifaceted and complex programs
4. Consistently learning and working within the following frameworks: Anti-oppression, Positive Youth Development, Trauma-informed and Balanced and Restorative Justice.
5. Demonstrated success evaluating services and successfully operationalizing innovative programs
6. Experience in team management, empowering them to elevate their levels of responsibility and professional development
7. Experience in public speaking and/or training with both youth and adult audiences
8. Demonstrated administrative skills, including proficiency in Google Suite software.
9. Skilled at working with young people at high risk for juvenile justice and child welfare system involvement
10. The COVID vaccine is mandatory for all employees to the full extent permissible under applicable law

Please send a copy of your Resume and Cover Letter to Careers@alternativesyouth.org

Alternatives, Incorporated is an Affirmative Action and Equal Opportunity Employer.

Applicants of the communities we serve are strongly encouraged to apply.