



**Associate Director  
Archdiocese Youth Employment Services  
Los Angeles**

**The Archdiocesan Youth Employment Services (AYE)** of Catholic Charities of Los Angeles, Inc. provides over 2,000 less privileged youth with job training, educational and career services each year. An additional 1,500 young people receive referral and job placement assistance through an extensive network of employers and community organizations.

The Associate Director will assist the Director in the administration and management of a large program. Depending on organizational model, either assumes primary responsibility for a major section of the program or assumes primary responsibility for key program-wide functions such as fiscal and budget management, public relations, quality improvement, and/or resource development. May supervise the work of employees and/or volunteers.

**Responsibilities include, but are not limited to:**

- Responsible for program in the absence of the Director
- Oversees all aspects of Los Angeles County Operations and acts as liaison with County on behalf of agency.
- Assures contract compliance and achievement of performance benchmarks. Provides direction to staff assigned to County contracts.
- Assists AYE Director in procurement, implementation and management of new program funds.
- Develop and improve quality improvement standards, including recommending training and implementing improvements to AYE's service delivery system.
- Ensure operations and administration meets the criteria and principles of the Malcolm Baldrige National Quality Framework to earn the CAPE Eureka award required for certification.
- Evaluate internal processes to improve fiscal and operational reporting.
- Routinely analyze current performance results captured through MIS database and information systems to assure accuracy and support fact-based decision making, information sharing and effective technology use.
- Review accounting practices and procedures to improve communication and ensure timely and accurate reporting, improved accountability and transparency.

- Build infrastructure through improved partnerships and integration with network partners, business, education and other community partners to support customers on the path to successful educational and career goal attainment.
- Act as a liaison between various organizations, governmental agencies and community leaders in the region.
- Supervise program staff and maintenance program records in accordance with approved standards and practices.
- Serve as a primary assistant to the Director in development, including staff retention, grant applications, contracts, budgets and operation of the program.
- Ensures compliance with standards established by federal, state, and local government.
- Provides staff development and training to ensure competency.
- Develops Continuous Quality Improvement and service delivery that is aligned with the Agency's mission.
- Assist with special events and fundraising.
- Displays sensitivity to the client population's cultural and socioeconomic characteristic

#### **Qualifications**

- Bachelor's degree in business or management.
- Three to four years related experience.
- Experience with WIOA & AJCC Contracts.
- Management experience with knowledge of development, fundraising and marketing.
- Knowledge of California Council for Excellence CAPE quality standards is desirable.
- Must have excellent communication and organizational skills.
- Prefer individual with strong commitment and passion for AYE mission and services (See [www.ayela.org](http://www.ayela.org)).

**Salary:** Compensation package includes competitive pay, excellent benefits, generous paid time off, and retirement savings plan. Salary will commensurate with experience and qualifications.

**How to apply** - Simultaneously email cover letter and resume to: (1) Catholic Charities of Los Angeles Human Resources Department, [hrjobs@ccharities.org](mailto:hrjobs@ccharities.org) and (2) Program Director, Archdiocesan Youth Employment Services, [gail@aye-la.org](mailto:gail@aye-la.org)

Only those applicants selected for interviews will be contacted.

***CCLA, WDACS and the Los Angeles County America's Job Centers of California are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individual with disabilities.***