

Chief Program Officer For Early Childhood And Youth Programs

Union Settlement Association, Inc.

New York, NY 10029

Group Family Day Care Owner/Director

Full-time

Hybrid

\$160,000 - \$165,000 a year

Posted on August 29, 2025

Organization Statement

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 128 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlement's current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Development & Opportunity (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Comprehensive Mental & Emotional Healthcare (Mental Health Services), Aging, Health & Wellness Services (Older Adult Centers), and Economic Development. Union Settlement serves more than 10,000 individuals and nearly 1,000 businesses every year.

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit www.unionsettlement.org

Job Description

The Chief Program Officer for Early Childhood and Youth Programs will be a critical member of the executive management team, primarily responsible for overseeing Union Settlement's Early Childhood Education and Youth Development and Opportunity programs. Working closely with the CEO, the Chief Program Officer for Early Childhood and Youth Development and Opportunity will review Union Settlement's existing programs for children and young adults ages 0-24, including the agency's use of program metrics and other evaluative tools, and will help develop, oversee and implement policies and procedures to enhance the depth, scope and quality of those programs. This will include efforts to build both internal and external collaborations to support Union Settlement's holistic approach to assisting individuals and families in East Harlem and beyond.

Responsibilities

Program Oversight and Management

- In coordination with the CEO and other senior management staff, provide oversight of and assistance to Union Settlement's Early Childhood Education and Youth Development and Opportunity programs;
- Work closely with the Executive Directors of the Early Childhood Education and Youth Development and Opportunity programs to develop a strategic vision for the programs, and assist them in overall program management and operations;
- Help create and support a culture of high performance and continuing program improvement;
- Provide leadership, support and direction to ensure that programmatic goals and objectives, as well as legal, regulatory, contract and grant compliance requirements, are met in a timely, efficient and effective manner;
- Promote collaborative relationships with Union Settlement's other programs, and with outside organizations, to ensure that individuals and families are served in a holistic and comprehensive manner, including ensuring that intra-agency and inter-agency referrals are made in a seamless manner, with appropriate follow-up;
- Ensure coordination of program participant outreach and recruitment efforts;
- Work with the Program Directors and Human Resources to determine staffing plans to achieve program goals and objectives, and participate in hiring decisions for new senior program staff;

- In collaboration with Human Resources, examine, evaluate and implement practices related to employee management programs, trainings, events, performance issues and disciplinary actions;
- In collaboration with the Program Directors, Development Office, and Finance team, participate in the development of responses to government requests for proposals and foundation funding requests, including the development of new program designs;
- In collaboration with the Program Directors and Finance team, help to develop program budgets and ensure that program spending remains within budgeted amounts;
- Serve as a liaison with government agencies, private funders and community stakeholders, including represent Union Settlement on relevant external committees and task forces, as well as at speaking engagements, conference panels and trainings; and
- Work closely with Human Resources to build the skills and confidence of senior program staff members, so that they can mentor, encourage, and motivate all staff.

Program Design, Evaluation and Improvement

- Work with the Directors of the Early Childhood Education and Youth Development and Opportunity programs to review existing program designs and program evaluation tools, including but not limited to performance and financial metrics, and develop comprehensive program evaluation systems;
- Work with the Program Directors to establish annual program and sub-program goals and objectives;
- Develop and coordinate the collection and analysis of relevant data to track results against performance goals, and to inform programmatic decision making;
- Review the efficiency, effectiveness, feasibility and sustainability of existing and proposed programs;
- Analyze internal reports to evaluate program effectiveness using an outcomes-based approach, and ensure the agency's ability to anticipate and effectively respond to changing client needs; and
- Perform additional duties as assigned.

Leadership and Strategic Initiatives

- Serve as a core member of the executive leadership team, contributing to agency-wide strategy development, cross-functional planning, and organizational decision-making;
- Partner with the CEO and fellow executives to shape and implement Union Settlement's strategic plan, including setting long-term goals and defining organizational priorities;
- Lead cross-departmental initiatives that require integrated programmatic, operational, and community engagement efforts;
- Provide strategic insight and leadership to enhance Union Settlement's positioning within the early childhood and youth development landscape;
- Monitor external trends and emerging needs, ensuring that the agency remains responsive and forward-thinking in its program strategy.

Qualifications

- A minimum of 10 years' leadership experience in nonprofit, government, or philanthropy, ideally at an organization serving low-income youth or communities;
- At least five years' experience in a senior management capacity, ideally overseeing programs with multiple government contracts;
- Experience overseeing Early Childhood Education and/or Youth Services programs strongly preferred;
- Bachelor's degree required; advanced degree in Social Work, Education, Public Administration or a related field strongly preferred;
- A demonstrated commitment to addressing the needs of individuals and families in underserved communities, and a demonstrated understanding of the impact of social policies and the importance of community empowerment in effecting policy changes;
- Solid understanding of social service programming, grant funded programs, agency compliance, labor compliance and supervision of diverse staff,
- Comprehensive knowledge and demonstrated experience in program development, program evaluation, budgeting and administrative operations;
- Ability and desire to coach, mentor and develop talent with the organization, and to attract and recruit outside talent;
- Demonstrated experience responding to government requests for proposals and developing private funding grant requests;
- Experience developing and implementing program financial and performance measurement systems, including the collection and analysis of data for planning and reporting purposes;

- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies;
- Demonstrated experience building internal and external relationships, with the ability find common ground, build consensus and strengthen collaboration among diverse stakeholders in a culturally competent manner;
- Ability to simultaneously manage and balance multiple projects;
- Strategic thinker and leader with track record of achieving organizational objectives;
- Excellent organizational, analytical, financial management and problem-solving skills;
- Demonstrated computer and technology skills;
- Unquestioned personal and professional integrity; and
- A dedicated work ethic
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccId=19000101_000001&jobId=556011&lang=en_US&source=EN

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