

Aspiring Youth Academy Program Manager (Salaried Full-Time)

Location: In-person/In-field

Overnight Travel: Approximately 5 nights per year

Schedule: Full-time, occasional evenings and weekends required

Compensation: \$50,000/yr - \$65,000/yr

Reports To: Executive Director

About the Role

Are you passionate about empowering youth and equally skilled in relationship building and behind-the-scenes coordination? The **Program Manager** at Aspiring Youth Academy (AYA) leads the planning, promotion, and execution of our flagship teen entrepreneurship and innovation programs.

You'll be the bridge between strategy and implementation — engaging with teens and community partners, while also managing the logistics and systems that ensure every event is impactful and seamless. From running Innovation Camps and workshops to managing program data and partner relationships, your work will directly contribute to the success of AYA's mission to uplift Title 1 youth.

A significant portion of the position involves meeting with constituents throughout Arizona. Reliable transportation and regular travel by car within the region are required, along with in-office work and meetings.

Key Responsibilities

Program Design & Facilitation

- Lead planning and execution of all AYA programs: Innovation Camp, Innovators' Circle Events, Future Innovators Program (teen/mentor program), and Innovation Hub in partnership with Arizona State University (ASU)
- Support and deliver engaging, youth-centered programming in collaboration with ASU and other partners
- Represent AYA at events and facilitate teen participation, leadership, and learning

Relationship & Partnership Building

- Cultivate and maintain relationships with educators, schools, nonprofits, and community collaborators
- Promote AYA programs and the Innovation Hub to external stakeholders
- Serve as a visible ambassador of AYA in the community and at outreach events

Program Operations & Logistics

- Manage all event logistics: scheduling, registration, communication, materials, and venue coordination

- Track student participation, engagement, and impact data; generate reports
 - Input and manage data in CRM systems (After School HQ & Virtuous)
 - Coordinate volunteers, facilitators, and speakers
 - Collaborate with Marketing to promote programs and share outcomes
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Ideal Candidate

- Passionate about youth development and working with teens, especially for underserved communities
 - Deep relationships with teaching staff and administrators at high schools in the greater Phoenix area
 - Skilled in both community-facing and operational roles
 - Experienced in event coordination, program facilitation, or nonprofit program management
 - Excellent communicator, highly organized, detail-oriented
 - Tech-savvy with experience in CRM systems and Google Suite
 - Holds (or is willing to obtain) a Fingerprint Clearance Card
 - Valid driver's license, clean driving record and access to reliable transportation
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Benefits

- Health Insurance (Employee coverage is 100% paid by AYA)
- Dental and Vision Insurance
- 401K with match
- Unlimited PTO
- Mileage Reimbursement
- Phone allowance
- Purpose-driven, high-impact work environment

Submit resume and cover letter to bridget@aspiringyouth.org or apply online at <https://aspiringyouth.org/careers/>