



LINEAGE PROJECT

Mindfulness Practices
For Vulnerable Youth



DIRECTOR OF PROGRAMS (F/T)

Lineage Project brings mindfulness programs to incarcerated, homeless, and vulnerable youth to help them manage stress, build inner strength, and cultivate compassion. And through training and consultation, we help organizations and staff members develop trauma-informed and mindful cultures inside schools, detention centers, homeless shelters, and other spaces. Published research shows that our work helps young people manage their anger, reduce reactivity, cope with high levels of stress and anxiety, and may reduce justice re-involvement.

Established in 1999, the organization is expanding. This new full-time position, reporting to the Executive Director, was created to provide leadership and management for all Lineage programs, including mindfulness classes with youth and staff, and professional training programs for adults. The Director of Programs will lead efforts to design and execute the organization's vision and strategy for programmatic growth. The Director will also maintain ongoing relationships with site staff to ensure program excellence, lead all curriculum and program development, and will supervise teaching staff. The Director will be responsible for setting a high-level vision, and for administering the details. The Director will be based in our Brooklyn Heights office, with regular travel throughout the five boroughs of NYC.

Primary Responsibilities

- Providing management leadership toward Lineage's continued growth and evolution
- Developing and executing programmatic growth plan
- Curriculum and program development
- Managing all of Lineage's programming, including handling many administrative details
- Developing and managing Lineage's professional trainings for adults
- Hiring and training new program staff
- Supervision of program staff, including completing regular performance reviews
- Developing and maintaining strong relationships with program sites
- Scheduling programs and staff
- Site visits and program assessment
- Creating and implementing enhanced program evaluation metrics
- Assisting with fundraising activities
- Managing program budget



Qualifications

- Minimum of 3-5 years experience in a managerial/administrative capacity, including a minimum of 3 years of supervisory experience
- Bachelor level degree; strong preference for graduate degree. Related education should include education, social work, public policy, or related disciplines.
- The ideal candidate will possess business acumen, an analytical mindset, and strong problem-solving capabilities.
- Demonstrable project management + administrative skills
- History with program/organizational operations
- Mindfulness/yoga program teaching experience, and a personal mindfulness practice
- Experience implementing youth development best practices
- Demonstrable cultural competency in working with vulnerable youth and youth who have experienced trauma
- Experience with program and curriculum development for young people
- Experience developing training programs for direct service staff strongly preferred
- Strong knowledge of program evaluation and reporting
- Knowledge of budgeting
- Willing and able to regularly travel throughout NYC's five boroughs and surrounding areas

This position offers a competitive base salary, health insurance, and a 401K plan with an employer match. Lineage offers a warm and supportive work environment. We believe in mindfulness for ourselves as employees and as an organization.

We invite qualified candidates to apply to lineageapplications@gmail.com with the subject line: “[Your name]— Program Director.” All applications must include:

- a resumé;
- a thoughtful cover letter, including an articulation of why this position is a good match for your skills and experience, and salary requirements; and
- one writing sample (between 3 and 5 pages, excerpts are acceptable, attached in PDF format).

Applications will be reviewed on a rolling basis until the position is filled. Interested candidates are encouraged to apply quickly. No phone calls please. Only applicants selected for interviews will be contacted.

Lineage Project is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, prior record of arrest or conviction, citizenship status, or current employment status. Lineage Project values diverse experiences, including with regard to criminal justice involvement and having our organization reflect the populations we serve.