

Public Allies Inc. Job Description

Position /Title: Program Manager

Reports to: Executive Director

Department: Program

Location: Washington, D.C.

Status: Exempt (salaried)

PURPOSE OF POSITION:

The Public Allies Washington, DC Program Team is responsible for delivering the Public Allies Apprenticeship Program. Reporting to the Executive Director of the site, the Program Manager is responsible for ensuring Allies and Partner Organizations have meaningful experiences with Public Allies and successfully complete the apprenticeship program, for leveraging resources and increasing Public Allies' local impact through effective engagement of alumni and community stakeholders, and for delivering a quality program that advances the work of the organization and positions the site for growth.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree required
- 3 + years of professional experience in program development and implementation with a track record of achieving results
- Passion for and demonstrated commitment to addressing issues of social justice and a belief in young people's ability to lead
- Management experience, including the ability to motivate and coach people to achieve results
- Demonstrated ability to build relationships, develop resources and recruit stakeholders, including a variety of outreach experiences in diverse settings
- Experience in team-building and collaborative leadership as well as in conflict resolution and creative problem-solving
- Demonstrated experience in training and facilitation
- Significant knowledge of community resources and experience in service delivery
- Strong written and verbal communication skills and demonstrated ability to work with flexibility, efficiency and diplomacy with diverse constituent groups
- Strong critical thinking/analytical skills and an ability to be resourceful
- Proficiency in using computer, web-based information technologies and social media to advance organizational goals
- Knowledge of and volunteer experience in the DMV's neighborhoods and diverse communities; experience with immigrant communities a plus
- A commitment to diversity, flexibility, and an openness to personal and professional growth

ESSENTIAL DUTIES and RESPONSIBILITIES:

The responsibilities of the Program Manager include but are not limited to:

Program Management

Serve as Program Manager for the Allies:

- Manage Allies in their completion of online service documentation, training requirements, adherence to program/placement expectations and policies, and in meeting service objectives and outcomes
- Professionally coach Allies in their individual professional and personal development through Individual Development Plans (IDPs) and 360o feedback
- Evaluate Ally learning and progress in meeting position objectives, particularly through review of each Ally's online service documentation
- Work with Partner Organization Supervisors and other Program Managers to develop and enter challenging yet realistic service objectives and outcomes for the Personal Impact Service Document reporting system
- Manage relationships with up to 15 Allies and Partner Organizations through regular communication to ensure that participants successfully complete the program
- Complete administrative duties related to Ally management, including maintaining Ally files
- Coach a team of 15 Allies in its planning, implementation, and delivery of projects to maximize Ally learning and impact in community
- Ensure that Public Allies Washington, DC delivers high-quality training and professional development, in keeping with National's standards
- Assess Ally learning and evaluate the effectiveness of core program components to ensure programmatic outcomes and performance measures are met
- Participate in national Leadership Practice trainings and apply learning towards continuous improvement

Partner and Community Engagement

- Engage community and organizational partners through regular communications, updates and other activities
- Leverage community relationships and resources to advance programmatic and organizational goals
- Develop, implement and manage Ally recruitment strategy to ensure a diverse pool of candidates for the next program cycle
- Support the Executive Director in Partner Organization recruitment in keeping with National's strategy
- Assist in site visiting and orienting new Partner Organizations to ensure that Partner Organization staff have a clear understanding of the program and are successfully enrolled by the start of the program year
- Conduct focus groups of key stakeholders to ensure that the organization is meeting their needs

Organizational Advancement

- Participate in local and national Alumni relations strategies to ensure robust alumni engagement in Washington, DC
- Promote Public Allies Leadership Practice at the local level in order to increase our impact in the community
- Develop and implement new media strategy for advancing Ally Program, Alumni Program and community impact goals
- Assist in the development and collaboration of special projects as they arise
- Create and support program innovations that improve quality, increase impact, decrease costs, or encourage growth

PHYSICAL REQUIREMENTS:

The position is predominantly sedentary requiring the ability to sit, bend, stand and walk. It may require occasional stooping, reaching, stair-climbing and repetitive motions of the hands and wrist related to writing and typing at an electronic keyboard. It rarely requires kneeling, pushing/pulling and repetitive motions of the feet.

Physical demands of the position necessitate hearing, talking, handling and grasping regularly. Specific vision conditions include close vision reading. It requires the ability to operate a computer, telephone, fax, copy machine and adding machine or calculator.

WORKING CONDITIONS:

The position is generally performed in an office environment. The noise level is generally low to quiet. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations, however, will be made to enable individuals with disabilities to perform said essential functions.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, efforts, requirements or expectations of this position. Management reserves the right to revise or amend this description to include or remove tasks as circumstances change and the needs of PA so dictate.

To Apply:

Send cover letter, resume and salary expectations/history by January 14, 2011 to:

Nakeisha Neal
1875 K Street, NW, Fifth Floor
Washington, DC 20006
Email – pmsapplydc@gmail.com

No phone calls please. Public Allies will begin contacting qualified applicants in early January. Public Allies Washington, DC is an equal opportunity employer committed to diversity in the workplace.