

**Iowa Community Action Association (ICAA) Public Allies
Iowa
Job Description**

Position /Title: Summer Program Manager

Reports to: Site Director

Department: Public Allies Iowa AmeriCorps

Location: Des Moines, Iowa

Status: Full-time, Non-exempt (hourly)

Job Start/End Date: May 2015-July 31, 2015

PURPOSE OF POSITION:

Reporting to the Site Director, the Summer Program Manager is responsible for ensuring a successful Summer Pre-Apprenticeship Program. The summer program will consist of 24 economically disadvantaged youth age 17-24 who do not have a college degree (called Summer Allies). The Summer Allies will create a Poverty Awareness Campaign from May 26-July 31. The Summer Allies will work together in teams of 4 on a topic related to poverty to raise awareness of the topic. The Poverty Awareness Campaign topics will be influenced by organizations who sponsor the topic.

The Summer Program Manager will work with the Site Director to develop a research/marketing training curriculum for the Summer Allies. The Summer Program Manager will be responsible for implementing the training curriculum, and working with the teams as they create professional-level marketing products for the poverty-related topics (a 12-month social media campaign, a press release kit, and promotional materials).

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, and driving. Specific vision conditions include close vision reading on paper and computer. It requires the ability to operate a motor vehicle, computer, telephone, fax, copy machine and adding machine or calculator.

Must have reliable transportation, a valid driver's license, automobile insurance, and a cell phone with airtime and data services.

WORKING CONDITIONS:

The position is generally performed in a classroom environment with occasional local travel required. The noise level is generally quiet to moderate and occasionally loud. 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.

MINIMUM QUALIFICATION REQUIREMENTS:

- Bachelors degree in business, marketing, education, non-profit management, administration, social work or similar field required
- Knowledge of marketing principles
- Passion for and demonstrated commitment and belief in young people's ability to lead
- Knowledge of increasing skills and knowledge of non-degreed/non-career path young adults/adults
- 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 and web-based information technologies

PREFERRED QUALIFICATIONS

- Relevant degree with additional 2+ years of professional experience (not including internship) in program management or teaching, with supervision component
- 2+ years of experience with increasing the skills and knowledge of non-degreed/non-career path young adults
- Experience in building and managing relationships with project sponsors
- Experience in team-building and collaborative leadership as well as in conflict resolution and creative problem-solving
- Demonstrated experience in facilitating trainings for young adults
- Significant knowledge of community resources and experience in service delivery
- Working knowledge of computer and web-based tools and resources for marketing
- A commitment to diversity and recognition of the systemic barriers facing under-represented youth

ESSENTIAL DUTIES and RESPONSIBILITIES:

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

Summer Program Training Coordination

- Develop and finalize the marketing curriculum for the summer program
- Secure trainers and/or consultants to support the Allies work on Poverty Awareness Campaign
- Facilitate trainings around research and marketing topics
- Provide feedback and recommendations to improve the Allies' Poverty Awareness Campaign

Program Management

Serve as Program Manager for Summer Allies:

- Manage 24 Summer Allies in their completion of online service documentation, training requirements, adherence to program/placement expectations and policies, and in meeting service objectives and outcomes
- Evaluate Ally learning and progress in meeting position objectives, particularly through review of each Ally's online service documentation
- Manage relationships with Summer Allies and Project Sponsors through regular

communication to ensure that Summer Allies are taking the appropriate approach to the Poverty Awareness Campaign.

- Complete administrative duties related to Summer Ally management, including maintaining Summer Ally files
- Assist in a Team Service Project development process and coach Ally teams in planning, implementation, and delivery of projects to maximize Ally learning and impact in community

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
- Promote the products of the Poverty Awareness Campaign to organizations in order to garner additional sponsors
- Support Site Director and Program Staff in recruiting Summer Allies and Project Sponsors

COMPENSATION:

Salary range of \$16.00-\$18.00, benefits negotiable.

APPLICATION PROCESS:

Submit this signed job description along with a cover letter and your resume to jobs@iowacomunityaction.org or Public Allies Iowa AmeriCorps ATTN: Laura Aldrich 1620 Pleasant St, Ste 215, Des Moines, IA 50314.

ACKNOWLEDGEMENT:

My signature below indicates that I have received, read and understood the contents of this description. Further, in signing I agree to adhere to all job functions described herein and the Iowa Community Action Association policies and procedures. Finally, I understand that this description will be used as the basis for future evaluations of my job performance.

Signature

Date

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 Public Allies so dictate.

ICAA is an equal opportunity employer committed to diversity in the workplace.