



To Create a Just and Equitable Society and the Diverse Leadership to Sustain It

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Public Allies New York

PROGRAM MANAGER – ALLY RECRUITMENT

Public Allies' mission is to create a just and equitable society and the diverse leadership to sustain it. Public Allies is changing the face and practice of leadership in communities across the country by demonstrating its conviction that everyone can lead, and that lasting social change results when citizens of all backgrounds step up, take responsibility, and work together. Public Allies' primary program model matches full-time apprentices with coaching, training and leadership development in 24 communities across the country including New York

Position Overview

The Public Allies New York Program Team consists of three Program Managers who work in support of each other to lead and manage the Public Allies programs. The Program Managers work under the supervision of the Program Director and the direction of the Executive Director to manage and implement a 10-month leadership development program for young adults (Allies) aged 18-30, in partnership with up to 45 government and non-profit agencies.

The Program Manager for Ally Recruitment is responsible for engaging and recruiting diverse and local young adults for the ally apprenticeship program through relationships with pipeline organizations, community leaders and strategies that engage individual young adults. This position will also include managing and coaching 12-15 Allies, managing the corresponding partner relationships, supporting community partner recruitment, planning trainings and supporting overall site growth.

The ideal candidate will have a proven ability to get results in a fast-paced environment; the ability to balance strong relationships with timely administration; and be able to manage a heavy workload without dropping the ball. This position is an opportunity to engage with a diverse, values-driven and national movement to develop leaders for social change.

The **Program Manager's** specific responsibilities include:

- Serve as program team lead for ally recruitment with the goal of creating diverse classes of allies that are reflective of local communities.
- Work with program team in overall program management, weekly training and retreats, curriculum development, and team service project implementation.
- Coach Allies effectively and serve as a resource for them to meet their personal and professional goals.
- Work with program team on recruitment and placement, evaluation, special projects and national program efforts.
- Manage partnerships effectively, help Partner Organizations (POs) with setting clear placement impact goals, support Allies and POs in meeting those goals, engage POs in understanding overall program, and maintain excellent relations with POs.
- Organize service-learning projects and assist with special events planning.

- Assist with Ally and partner organization recruitment.
- Complete all required documentation regarding Ally and PO communications in a timely manner for evaluation tools, AmeriCorps reports, and communications materials.
- Engage Alumni in the local program and support their continued community work.
- Perform miscellaneous job-related duties as assigned.
- Coordinate Public Allies New York events
- Manage/Coach 12-15 Allies. Provide professional development for Allies through individual and group coaching, ongoing management, and providing supportive and direct feedback to ensure leadership development and Ally retention
- Complete administrative duties related to both Ally and community partner management, including maintaining files, regular AmeriCorps reporting, and ensuring Allies and community partners submit required paper work and complete required data entries in a timely manner
- Assist in the management of Ally Team Service Projects each year
- Create and support program innovations that improve quality, increase impact, decrease costs and encourage growth
- Other duties as assigned

- **Summary of Qualifications:**

- Bachelor's Degree or comparative life experience
- 3 + years of professional experience in program development and implementation with a track record of achieving results
- Management experience, including the ability to motivate and coach people of different backgrounds and abilities to achieve results
- Demonstrated experience in training, facilitating, and curriculum development
- Strong critical thinking/analytical skills and an ability to be resourceful; "system" thinking and the ability to develop sustainable systems for increasing efficiency and effectiveness;
- Strong written and verbal communication skills and a demonstrated ability to work with flexibility, efficiency and diplomacy with diverse constituent groups;
- A commitment to diversity and an openness to personal and professional growth;
- Experience in team-building and collaborative leadership as well as in conflict resolution and creative problem-solving, including peers and colleagues beyond the organization,
- Significant experience in building community partnerships, developing relationships, working with young adults ages 18-30, with a minimum of three years post BA/BS
- Strong links with community based organizations, higher educational institutions, and training professionals to provide Allies with skills building and learning opportunities
- Ability to manage multiple and varied tasks related to supporting and guiding young adults in their career from the educational, relational, emotional and social development perspective
- Commitment to social, racial, economic, and restorative justice
- Have a passion for leadership development and a desire to set high expectations and to provide a high quality learning experience for the Allies
- Proficiency in the use of Windows XP, Google Docs, Microsoft Word, Excel, and PowerPoint
- Strong written, verbal, and presentation communication skills
- The ability to work in a team format and to set limits with the Allies in a constructive manner

- Strong work ethic and experience in working collaboratively with a team
- Model and exemplify the professional and leadership qualities that the Allies are being trained to achieve
- Commitment to personal and programmatic excellence
- Comfort with adapting to changing goals and responsibilities
- Attention to detail
- Experience working in diverse work environments
- Sense of Humor
- Positive attitude in accomplishing responsibilities
- Creativity in solving problems
- Commitment to Public Allies Core Values of Collaboration, Integrity, Continuous Learning, Focus on Assets, and Diversity Inclusion, and innovation;
- Willingness to work nights and weekends as required;

Public Allies is an equal opportunity employer. This is a full-time position with health, dental, vacation, and 401K benefits.

To apply please send a resume and cover letter to jobs@publicallies.org and put "Program Manager-New York" in the subject line. No phone calls please.