



Public Allies New York

PROGRAM MANAGER – TRAINING

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 23 sites across 20 states 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 Training is responsible for coordinating training activities for the Public Allies program, including weekly workshops on leadership skills, team building, problem solving and community issues; overnight retreats, and individual instruction to Allies as needed. The Program Manager for Training will also be involved in recruiting Allies and their placement organizations; coordinating the placements so appropriate matches are made; managing and coaching 12-15 Allies; communicating regularly with each Ally and their placement supervisor to ensure that each experience is successful; and planning special events.

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

- 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.
- Identify trainers for weekly workshops, help prepare trainers for their workshops, facilitate Allies effectively and identify other learning resources for Allies.
- 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
- Working with all staff, support the development and implementation of the Ally Training and Learning series, retreats, and service days
- 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.

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- A commitment to diversity and an openness to personal and professional growth;
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- 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
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- Strong work ethic and experience in working collaboratively with a team
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