PUBLIC ALLIES NEW YORK
PROGRAM MANAGER – PARTNER RECRUITMENT & ENGAGEMENT

**Job Description:** Program Manager of Partner Recruitment & Engagement  
**Reports to:** Program Director  
**Supervises:** Caseload of 15 to 18 Allies

**Organizational Snapshot**
Public Allies is a national network of organizations and individuals committed to advancing social justice and equity by engaging and activating the leadership capacities of our citizenry. **Our mission** is to create a just and equitable society and the diverse leadership to sustain it. **Our vision** is a more perfect Union that includes all of us. 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 AmeriCorps apprentices with coaching, training, and leadership development in communities across the country, including New York. The Public Allies New York program team consists of Program Managers who work in support of each other to lead and manage our signature AmeriCorps program. 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 participants (Allies), in partnership with partner organizations and community partners.

**About the Position**
The Program Manager of Partner Recruitment and Engagement is responsible for the recruitment and selection of all Partner Organizations (POs) that host 10-month apprenticeships for 75 AmeriCorps members. Capacity-building partnerships are the foundation of all Ally placements. These partnerships include activities that sustainably expand the effectiveness of programs and organizations. With an emphasis on our talent and leadership in our local communities, all Program Managers supervise a caseload Allies from diverse backgrounds.

**Partner Recruitment & Engagement**
- Develop an innovative and compelling brand narrative that showcases Public Allies to community partners with the goal of recruiting a diverse pipeline POs that are aligned with the mission and values of AmeriCorps and the Public Allies network
- Grow and cultivate partner relationships by evaluating fit and success of current and past placements and working towards a mutually beneficial long-term partnership
- Effectively helping 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
- Utilize various tools for recruitment: portal recruitment, open houses, social media, alumni networking, etc
- Ensures accurate data in all of our recruitment systems; analyzes data to identify and address trends in real time; and makes changes to selection or outreach strategies as needed
- Engage community and organizational partners through regular communications, updates and other activities
- Seek feedback from partner organizations on program effectiveness
- Leverage community relationships and resources to advance programmatic and organizational goals
Apprenticeship Program Management & Implementation

- Manage 15-18 Allies in accordance to the program standards of Public Allies and AmeriCorps. This includes connections to pathways of higher education and/or employment, and working with team to address crisis issues and/or connect Allies to ongoing supportive services. Additionally, providing Allies with professional development through individual and group coaching, ongoing management, and providing supportive and direct feedback to ensure leadership development and Ally retention.
- Conducting regular check-ins about partner priorities and Ally performance while balancing the needs of the partners and the development of the Ally.
- Working with all staff to support the development and implementation of Ally training and learning, overnight retreats, service days, and Ally Team Service Projects.
- Support with the recruitment, enrollment, and exit process of 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.
- Contribute to the planning, development, and review of content as part of the team in producing each aspect of the apprenticeship program.
- Perform additional programmatic job-related duties as assigned.

Program Compliance

- Develop a full understanding of the regulatory structure governing AmeriCorps programs.
- Complete administrative duties related to both Ally and community partner management, including maintaining files, regular AmeriCorps reporting, and ensuring that Allies and community partners submit required paper work and complete required data entries in a timely manner.
- Support in the implementation of operating policies and procedural guidelines.
- Support with internal audits to identify and mitigate areas of risk.
- Complete and maintain a yearly Subject Mater Expert (SME) certification.

Summary of Qualifications

- Cares deeply about and can articulate a detailed understanding of the Public Allies mission and vision
- Develop and maintain positive professional relationships with community partners
- Contribute to the culture, strategies, processes, and systems of Public Allies as a member of the Recruitment Leadership Team
- Commitment to social, racial, economic, and restorative justice
- Bachelor’s Degree or comparative life experience
- 3 + years of professional experience in program development and implementation with a track record of building community partnerships and developing organizational relationships
- 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
- Transferrable skills from a sales or marketing background
- 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
• Ability to manage multiple and varied tasks related to supporting and guiding adult learners in their career from the educational, relational, emotional and social development perspective
• 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
• 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
• Willingness to work nights and weekends as required (there are two overnight training retreats during the program year)
• Commitment to Public Allies Core Values of Collaboration, Integrity, Continuous Learning, Focus on Assets, and Diversity Inclusion, and innovation

Note: A background check is required after a conditional job offer is made. Must satisfactorily pass a Criminal History Check that includes national sex offender registry, State Police, and FBI checks. 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 “PANY Program Manager of Partner Recruitment & Engagement” in the subject line. Please submit application materials on or before February 14, 2020. No phone calls please. Public Allies is an equal opportunity employer. This is a full-time position with health, dental, vacation, and 401K benefits.