



Public Allies Milwaukee

PROGRAM MANAGER – DIRECTOR OF ALLY PATHWAYS

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 Milwaukee

Position Overview

The Public Allies Milwaukee Program Team consists of two Program Managers and one Program Director who work collaboratively to lead and manage the Public Allies programs. The Program Managers work under the direction of the Executive Director to manage and implement a leadership development program for young adults (Allies) aged 18-30, in partnership with up to 45 government and non-profit agencies.

In a collaborative, team focused environment, the Program Manager is primarily responsible for recruiting young adult leaders from diverse backgrounds to participate in our program; engaging local community organizations and government agencies in Milwaukee to partner with Public Allies; developing and implementing rigorous leadership development programs; and managing and coaching a team of 15 AmeriCorps members (Allies) to support success in their service and growth in their leadership.

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

- Manage/Coach 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.
- Assist in partnership recruitment and engagement with the goal of creating a robust Public Allies Milwaukee Partner Network that will build stronger relationships between stakeholders.
- Manage and support partnerships between PA and partner organizations balancing the needs of the partners and the development of the Ally. These efforts should ensure that no less than 50% of our partners return to PA each year.
- Develop and implement strategies to effectively identify and engage a diversity of young people, community partners, and stakeholders in our program. These strategies should increase connections and strengthen relationships between staff, current Allies, alumni, and other stakeholders.
- Support the development and implementation of Ally Training and Learning programs, retreats, and service days.
- Strengthen and develop relationships that result in career, education, continued service, and entrepreneurship opportunities for graduating Public Allies
- Complete administrative duties related to all aspects of our program, including maintaining accurate paperwork/record keeping for Ally team, regular AmeriCorps reporting, and ensuring Allies and community partners submit required paper work and complete required data entries in a timely manner
- With an emphasis on our talent and leadership in our local communities, recruit Ally candidates from diverse backgrounds. This also includes outreach, evaluation of candidates, and service placements.
- Develop and deepen relationships with partner organizations to host Allies, support Ally Team Service Projects, and work with Public Allies in strategic initiatives
- Manage two Ally Team Service Projects.

- Create and support program innovations that improve quality, increase impact, decrease costs and encourage growth
- Coordinate Public Allies Milwaukee events
- Other program related duties as assigned

Summary of Qualifications:

- Commitment to Public Allies Mission, Vision and Core Values and the power of young people to transform communities.
- Bachelor's Degree or comparative life experience
- Significant professional experience in supporting and working with diverse young adults ages 18-30+ to achieve their leadership and professional goals (minimum 3 years)
- Significant experience in building community partnerships; developing and managing relationships and collaborations
- Strong links with community based organizations, higher educational institutions, community leaders and training professionals to provide Allies with skills building and learning opportunities
- Solid understanding of adult education, community education and ways to engage diverse/multiple learning styles with experience planning and facilitating workshops and trainings.
- 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
- Strong commitment and asset-based approach to building a just and equitable Milwaukee
- Strong and intersectional understanding of racial, economic and social justice
- Have a passion for leadership development, ability to set and maintain appropriate boundaries and high expectations for a quality and transformative leadership experience for our Allies and community partners.
- Flexibility and willingness to work long hours (including nights and weekends when needed)
- Strong preference for and experience in collaborative, team based work environment
- Strong outreach and communication skills, including written, verbal, and presentations, including comfort with effectively using and engaging in social media.
- Proficiency in the use of Windows XP, Google Docs, Microsoft Word, Excel, and PowerPoint
- Model and exemplify the professional and leadership qualities that the Allies are being supported to achieve
- Commitment to personal and programmatic excellence
- Ability to be adaptive, comfort with change and a dynamic work environment
- Attention to detail, strong time management and project management skills
- Experience working in diverse work environments
- Sense of Humor
- Positive attitude in accomplishing responsibilities
- Creativity in solving problems

Public Allies is an equal opportunity employer. This is a full-time position with health, dental, vacation, and 401K benefits. The salary for this position is \$44,000 annually. **Applications are due Friday, September 18, 2020.**

Start Date: October, 2020 or when position is filled.

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