



Title	Program Manager, Public Allies Indianapolis	Exempt, Full-Time
Reports to	Program Director, Public Allies Indianapolis	Location/Flexibility Indianapolis, virtual & in-person work environment

Who we are:

The Indianapolis Neighborhood Resource Center utilizes an asset-based community development framework to strengthen the capacity of residents and community-based organizations through technical assistance, training, and programming. We envision a vibrant city, where neighborhoods are locally sustainable, diverse in nature, and have a rich quality of life due to the collective gifts, talents, and dreams of neighbors.

Public Allies Indianapolis is an AmeriCorps and leadership development program that annually engages 20 emerging leaders from diverse backgrounds, supporting the development of their strengths and challenging them to be open to feedback and growth during the 10-month (September-June) program. The Public Allies Indianapolis program connects Allies with a full-time apprenticeship with a nonprofit, school or government agency, supporting these partner organizations in capacity development. In addition, we provide weekly leadership development training delivered by community leaders and support Allies in completing Team Service Projects.

About the role:

The Program Manager is key to building a community of diverse leaders who utilize an asset-based and equity approach to engaging in their work. Through coaching and accountability, this role supports the management and development of Allies and is the lead in facilitating the Ally experience, including trainings, retreats, Team Service Projects, and Pathways activities. In this role, you will:

- Work collaboratively with the Public Allies Indy team to plan for program improvements and implementation
- Provide professional development for Allies through coaching, ongoing management, and providing supportive and direct feedback to ensure leadership development and Ally retention
- Complete administrative duties related to all aspects of our program, including maintaining accurate paperwork/record keeping and ensuring Allies and community partners submit required paperwork and complete required data entries in a timely manner
- Coordinate the Ally training curriculum, including reviewing training content and securing facilitators
- Plan core orientation, mid-year retreat, end-of-year retreat, and graduation to support Ally community building and development
- Organize activities that support Allies in transitioning from the program to their Pathway (career, higher education, or another term of service)
- Design and manage the Team Service Projects experience

Skills/experiences that would support success:

We are looking for someone who believes in and will demonstrate the [Public Allies core values](#) in their work. This person should be motivated by working with young adults and believe in their



potential to be leaders in the community. Additionally, the following skills and experiences would support someone in being successful in this role.

- Significant professional experience in supporting and working with diverse young adults ages 18-30+ to achieve their leadership and professional goals (minimum 3 years)
- Planning and project management skills to implement the different components of the program
- Flexibility and the ability to problem solve
- Enjoyment of working on a small team & the ability to come through for your team
- Capability to manage communications with a variety of stakeholders
- Strong organizational skills
- Knowledge of (or willingness to learn) career and college enrollment coaching practices

Benefits:

- Salary: \$40,000 - \$45,000
- Health insurance coverage, including dental, vision and life insurance
- 10 PTO days, plus 11 additional paid holidays and a week off for our spring office break and the week between Christmas Eve and New Year's Day
- Access to a 401K account

How to apply:

Please submit your resume and in lieu of a cover letter, please share short answers to the following prompts:

1. What excites you about this position and what assets do you bring to this role?
2. Share a specific experience that highlights your ability to work with and support young adults.

Resumes and short answers will be accepted through August 6, 2021. Please submit both to vrubio@inrc.org.

This position is open to all to apply without regard of race, ethnicity, religion, gender, sexual orientation, gender identity, age, national origin, disability, veteran status or on the basis of any other protected classification. Reasonable accommodations for the interview process are available upon request.