

Position: PROJECT MANAGER, AMERICORPS INITIATIVE
Hiring Organization: UNITED WAY OF SALT LAKE
Department: COLLECTIVE IMPACT
Reports to: Network Director, Kearns
Date Prepared: October 13, 2016

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

The AmeriCorps Project Manager is responsible for convening, facilitating, and building collective action among a set of motivated partners. UWSL has received a planning grant to focus on our outcome area that every student will be proficient in math in the 8th grade. This is important because eighth grade is a critical year for students as they prepare to begin high school.

KEY RESPONSIBILITIES

1. Collaborate with immediate supervisor and other team members.
2. Conduct a gap analysis to understand the current student achievement including: reviewing existing data, reviewing and understanding current programs in the community, identify bright spots and best practices and articulate this in an easy to read and understand dash board for partners.
3. Analyze current conditions in target elementary, middle and high schools. Research the needs, best practices, and most effective ways to employ AmeriCorps volunteers.
4. Collaborate and coordinate with administration, teachers, coaches, etc. to determine placement, supervision, tracking, communication.
5. Convene an advisory committee to be charged with solidifying plans for an AmeriCorps-supported math support program. Project manager will research and meet individually with a variety of staff and partners including representatives from school, government, universities, and other nonprofit partners to excite and involve them in this initiative.
6. Quantify target population, desired outcomes, and measurable indicators of success; Assess current conditions and outcome trend over time.
7. Work with partners to develop a set of performance measures which aligns interventions to the population-level result.
8. Monitor progress using the Plan, Do, Study, Act cycle. Ensure at least 3 cycles are completed, reviewed, and acted on each year.

SPECIFIC JOB FUNCTIONS IF AWARDED IMPLEMENTATION GRANT

1. With your team, locate, interview, and hire AmeriCorps members
2. Develop trainings and protocols for volunteer tutors [peer and adult] working with AmeriCorps tutor coordinators.

3. Develop system for supervising, training and supporting all AmeriCorps at all sites. Oversee all training and supervision.
4. Develop systems for tracking data and engaging in continuous improvement PDSA cycles
5. Develop system for on-going communication and collaboration with all stakeholders, including scheduling regular meetings that focus on PDSA cycles, regular updates, data presentations and summative reports.
6. Prepare for future expansion at current and other sites.

EXPERIENCE AND QUALIFICATIONS

- Facilitate partnerships and strengthen relationships with strategic leadership and facilitation techniques
- Help people hold honest, reflective conversations that lead to aligned actions, shared goals, and the co-creation of plans to achieve those goals
- Foster trust and open communication with diverse stakeholders
- Recognize and address conflict and concerns
- Ability to interact comfortably with high-level system leaders and decision makers, as well as community members from diverse backgrounds
- Communicate in clear and simple language to all stakeholders; discuss complex processes in accessible terms to a multiplicity of groups and individuals; using common language and encouraging inclusion
- Make data accessible, visible, and actionable
- Ability to locate, disaggregate, and use data to forecast, structure conversations, and make decisions
- Ability to recognize and act on strategic opportunities by identifying what is needed to achieve goals
- Confidence and humility to ask questions, admit and address challenges, and “fail forward”
- Thrive in a cross-cultural environment with an asset-based framework

MINIMUM REQUIREMENTS

- Bachelor’s degree in public or nonprofit administration, social work, education, or related field
- Proficient with Microsoft and Google suites
- Candidates must pass UWSL background check to hold this position

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, learn information and systems, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations to set-up presentations and displays physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs.

SALARY INFORMATION & FLSA STATUS

This is a full-time, non-exempt position; salary commensurate with experience.

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.