



Position: Program Manager
Type: Full-time, Exempt
Reports to: Community Impact Director, Early Childhood Investments
Department: Community Impact

Position Summary:

The Preschool Service Corps Program Manager (PSC Manager) develops and manages complex cross functional relationships that will lead to successful management of Monterey County Preschool Service Program serving and supporting low income preschool children with tutoring in language and literacy throughout the county. This position includes recruiting, managing, training, and deploying 24 AmeriCorps Members to preschool classrooms. In addition, this position will monitor the program regularly for compliance and implement tools to evaluate the impact of PSC Members support on kindergarten readiness.

This position requires a team player that goes above and beyond in not only accomplishing group administrative goals, but in synthesizing information and ideas into actionable plans and projects. The Program Manager is astute in cultivating and managing relationships toward a common goal. She/he understands the roles and contributions of different school districts and community based organizations in order to mobilize people and partners through meaningful engagement.

Responsibilities and Duties:

Project Management (35%)

- Oversee implementation of program design, monitoring and evaluation
 - Manage partnerships with classroom teachers where Members serve.
 - Ensure adherence to timelines and quality requirements by continuously monitoring project progress and overcome obstacles when encountered
 - Provide day-to-day facilitation to support implementation of the program
- Implement outreach and recruitment plan of the program

Member Support (60%)

- Provide ongoing support, monthly check ins, and monitoring to ensure PSC Members are successful
- Ensure Members are placed at preschool sites
- Ensure Members are receiving management support from site supervisors
- Ensure Members receive required training and professional development
- Ensure 80% or more Member retention

Reporting & Communications (5%)

- Communicate the objectives and results of the program to internal and external stakeholders
- Ensure periodic summary reports of initiative and program progress are developed and disseminated to appropriate audiences
- Ensure regular qualitative and quantitative data entry to demonstrate progress towards goals and enable report/dashboard access by key stakeholders

Required Skills & Experiences

- Bachelor's degree from accredited college or university, preferably in an area related to human/social services, early childhood education or public administration.
- Minimum of three (3) years experience in human service, education or related field.
- Pass a criminal history background check and provide clearance for tuberculosis if an offer is made. In addition to state required checks, the results of state and FBI criminal history backgrounds checks and national sexual offender check through the National Sex Offender Public Registry Website (NSOPW) are considered.
- Experience in project management.
- Experience managing people, volunteers and/or a volunteer program.
- Independent worker with ability to solve problems.
- Ability to inspire, train and utilize volunteers and support staff.
- Excellent oral and written communication skills, including public speaking.
- Demonstrate skill in negotiation and conflict resolution.
- Strong attention to detail and organization skills.
- Computer proficiency including Microsoft Word, Excel, and PowerPoint.
- Ability to work varied hours, including early mornings, evenings and/or weekends.
- Ability to work in locations with limited access.

- Ability to lift, carry and transport a 35 pound box.
- Possession of a valid driver's license and a reliable automobile for regular travel throughout Monterey County.

Desired Qualifications

- Bilingual English & Spanish.
- Experience interacting with diverse audiences including school districts, government officials, colleges and non-profits.
- Experience working in early care and education classrooms preferred.

Core Competencies:

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented* - Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- *Collaborator* – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results driven* – Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- *Brand Steward* – Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

Functional Competencies:

- *Strategic Community Collaborator* - Engages diverse stakeholders to accurately and effectively assess community needs and with credibility, authenticity and humility strategically guides United Way to contribute to Monterey County's priorities.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way message in a way that inspires other to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* - Able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- *Planning & Implementation* - Leads and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- *Embracing & Managing Change* - Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

Benefits: Benefits include healthcare, dental, vision, retirement plan, disability, life and generous paid time off and holiday policies.

Compensation: \$62,400 - \$78,000 per year, commensurate with experience.

How to Apply: Interested applicants are encouraged to submit a cover letter and resume by email to Tina Engquist at Tina.Engquist@unitedwaymcca.org. Position open until filled.

United Way Monterey County is an Equal Opportunity Employer.