



United Way
Monterey County



Position: **Preschool Service Corps Program Manager**
Type: Full-time, Exempt
Reports to: Community Impact Director, Early Childhood Education
Department: Community Impact
Beginning: August 2020

Position Summary:

The Preschool Service Corps Program Manager (PSC Program Manager) will implement the AmeriCorps Preschool Service Corps program serving low income preschool children. Job duties include developing the strategy to recruit and deploy about 20 AmeriCorps Members to preschools countywide. In addition, this position will ensure PSC Members are trained before and during their service to provide quality language and literacy support to children in preschool and program compliance. The PSC Program Manager will provide management support to PSC Members, monitor the program regularly, and implement tools to evaluate the impact of PSC Member support on kindergarten readiness.

Responsibilities and Duties:

Project Management (30%)

- Develop project scope(s) that include program design, implementation, monitoring and evaluation
- Develop and manage partnerships with school districts, private preschools, local colleges and other stakeholders
- Create and monitor project budget(s)
- Provide day-to-day facilitation to support implementation of the program
- Ensure adherence to timelines and quality requirements by continuously monitoring project progress and overcoming obstacles when encountered
- Work with others team members in support to the overall UWMC impact and fundraising strategies

Member Support (60%)

- Provide ongoing support, check ins, and monitoring to ensure PSC Members are successful
- Ensure Members are placed at pre-school sites
- Ensure Members are receiving management support from Site Supervisors
- Ensure Members receive required training and professional development
- Develop Member support networks that provide peer communication, referrals and information exchange

Reporting & Communications (10%)

- Communicate the objectives and results of the program to internal and external stakeholders
- Ensure periodic summary reports of 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
- Support grant writing to achieve match requirements and improve the program impact and scale

Required Skills & Experiences

- Bachelor's degree from accredited college or university, preferably in an area related to human/social services or public administration.
- Minimum of three (3) years' experience in human service or related field.
- Experience working in early care and education classrooms
- Experience in project management
- Experience managing people, volunteers and/or a volunteer program
- Ability to inspire, train and utilize volunteers and support staff
- Excellent oral and written communication skills, including public speaking

- Experience developing and managing collaborative partnerships with schools and/or community benefit organizations
- Demonstrated skill in negotiation and conflict resolution
- Strong attention to detail and organization skills
- Resourceful, independent worker with ability to solve problems
- Ability to occasionally work varied hours, including early mornings, evenings and/or weekends.
- Ability to work in locations with limited access.
- Position requires ability to interact with culturally diverse populations and serve vulnerable families
- Ability to lift, carry and transport a 35 pound box.
- Computer proficiency including Microsoft Word, Excel, and PowerPoint
- Possession of a valid driver's license, auto insurance and a reliable automobile for regular travel throughout Monterey County
- 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 background checks and national sexual offender checks through the National Sex Offender Public Registry Website (NSOPW) are considered
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

Desired Qualifications

- Bilingual English & Spanish
- Experience interacting with diverse audiences including school districts, government officials, colleges, and non-profits.

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: \$50K -\$60K 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.