

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

**Position Summary:**

The Preschool Service Corps Program Manager (PSC PM) has one year to lay the foundation for a new AmeriCorps Hub. After one year, programmatic infrastructure to recruit, deploy, support at least 20 AmeriCorps Members would be established. In addition, this position will develop training, program intervention strategies, and monitoring and evaluation systems that will lead to the successful development and implementation of school readiness interventions by AmeriCorps volunteers for economically disadvantaged preschoolers performing below age level in early childhood development domains. Program infrastructure will be developed for preschools in the communities of: Salinas, Greenfield, Castroville, Soledad, King City, Marina and Seaside. Planning will include clarification of the scope and required resources with all partners; verification of each participating school; developing interventions; monitoring and evaluation design; developing MOUs with all partners; integration of AmeriCorps policies and procedures; and developing a training plan for AmeriCorps members. The training plan will build pedagogical capacity of AmeriCorps members and provide credentials for members to be preschool teachers at the end of their service. The plan will also involve developing the infrastructure to recruit, hire, support AmeriCorps members. Finally, planning activities will involve developing a fundraising plan to meet program matching funds requirements and support a long term transition to an implementation phase.

This Program Manager will support operations of the UWMC's early care and education partnership with the [Bright Futures Education Partnership](#). The Bright Futures Education Partnership (BFEP) is a community partnership of diverse members fostering progress in education outcomes for local students, from cradle to career, and improving the pipeline of quality talent within Monterey County.

**Responsibilities and Duties:**

*Project Management*

- Develop project scope(s) that include program design, implementation, monitoring and evaluation.
- Ensure adherence to timelines and quality requirements by continuously monitoring project progress and overcome obstacles when encountered
- Provides day-to-day facilitation to support implementation of the program
- Create and monitor project budget(s)
- Other duties as assigned

*Reporting & Communications*

- 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

*Resource Development*

- Planning activities will involve developing a fundraising plan to meet program matching funds requirements, support long term sustainability, and partner investment.

**Required Skills & Experiences**

- Experience in agile project management, continuous improvement and/or design thinking methodologies
- Experience managing volunteers and/or a volunteer program.
- Experience interacting with diverse audiences including funders, media, government officials, clients, and agencies.
- Excellent oral and written communication skills, including public speaking.
- Demonstrated skill in negotiation and conflict resolution.
- Computer proficiency including Microsoft Word, Excel, and PowerPoint.
- Experience working in project management roles.

- Experience developing & managing collaborative partnerships.
- Strong attention to detail and organization skills.
- Independent worker with ability to solve problems.
- Ability to inspire, train and utilize volunteers and support staff.

#### **Desired Qualifications**

- Experience in or using early care and learning systems in Monterey County
- Project Management Certification
- Bilingual English & Spanish

#### **Position Requires:**

- 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.
- 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.

#### **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:** \$45K -\$55K 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](mailto:Tina.Engquist@unitedwaymcca.org). Position open until filled.

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July 3, 2019