

Job Title: Groundwork Fellow Program Manager
FLSA Classification: Full-Time
Non Exempt
Hours: 40 hours/week

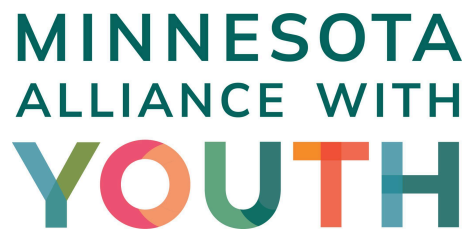
Position Overview

The Groundwork Fellow program Manager is responsible for leading the implementation of the AmeriCorps Groundwork Fellow program. The Manager will develop and maintain effective relationships with program partners in order to facilitate meaningful service experiences for the AmeriCorps Groundwork Fellow members. Groundwork fellows focus on increasing the capacity of partner organizations to amplify youth voice across the state of Minnesota. This position will provide training to partner sites and members, provide coaching and technical support through site visits and regular check-ins, and work collaboratively with the National Service Director to establish long term goals and outcomes for the Groundwork Fellow program. The manager will also be responsible for direct supervision of the Groundwork Fellow Leader. This position will have effective interpersonal skills, training and facilitation experience, attention to detail, program management experience, and an ability to work both independently and as part of a team.

Responsibilities

Essential functions include:

- Alliance Strategic Vision
 - Support strategic equity, diversity, and inclusion efforts at the Alliance and perform all essential functions with an equity lens
 - Support in strategic efforts to integrate Promise Fellow/Groundwork Fellow and Minnesota Youth Council programming
- Cohort Management
 - Provide supervision to Groundwork Fellow Leader, ensuring member has clearly established professional goals that can be accomplished over the course of their term of service
 - Serve as main point of contact and support for all Groundwork Fellows
 - Train and support cohort of Groundwork Fellow AmeriCorps members (15-25), aiming for 100% retention
 - Collaborate with host site supervisors to ensure effective project implementation throughout members' terms
 - Conduct at least two annual site visits to monitor progress and gather insights on best practices and areas for improvement
 - Track project progress and member hours, provide insights to National Service Director on retention challenges and opportunities
 - Provide coaching on the resolution of member issues; escalate to the National Service Director as necessary
- Host Site Partnership Management
 - Establish and maintain productive relationships with host site partners
 - In collaboration with Recruitment team and Host Site partner determine best fit placement for Groundwork Fellow candidates
 - Monitor host site compliance through relationship-building and in person site visits
 - Organize convenings for host site partners
 - Assess challenges and opportunities in effective site partnerships
- Training and Professional Development
 - Develop annual training content calendar for Groundwork Fellow Program AmeriCorps members and host sites
 - Work in collaboration with Promise Fellow team to establish cross program training content (Intro to AmeriCorps, Intro to Minnesota Alliance With Youth, Life After AmeriCorps, etc)
 - Develop annual capstone project presentation for members
 - Support Alliance staff with training logistics



- Provide Organizational Support and Integration
 - Participate on project teams or assignments as assigned
 - Participate in outreach opportunities as assigned
 - Assist with compliance and monitoring requests

Qualifications

- An understanding of or openness to learning about the impact of institutional and structural racism and bias on underserved and underrepresented communities
- Commitment to Alliance's core values of strength in community, honoring youth, leading with equity, and impact through service
- At least 3 years of related experience (nonprofit, education, youth development, or related field)
 - A combination of education and/or experience may be substituted
- National Service or experience working for an AmeriCorps program (preferred)

Knowledge, Skills, and Abilities

- Experience incorporating the perspectives of multiple communities, including communities of color in the consideration of impacts and outcomes of work
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal skills: able to communicate effectively in person, over phone and by email with Alliance constituents, including AmeriCorps members, host site supervisors, and community partners
- Demonstrated proactive approaches to problem-solving
- Resourceful team player, with the ability to also be effective independently
- Proven ability to handle confidential information with discretion
- Adaptability and flexibility with various competing demands
- Ability to maintain accurate records, tracking systems, files, etc.
- Experience working in an office setting and organizing a program/project.

Typical Work Environment

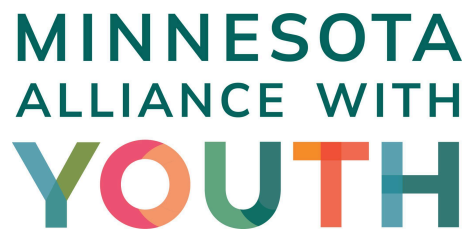
The physical demands described here represent those that an individual must meet to perform the essential functions of this job successfully.

- **Note:** The Alliance currently offices out of Equaspace, a coworking hub in St Paul. Our team practices a hybrid work style, with staff working in-office a recommended 2-3 days a week. Work spaces on-site include a shared Alliance office space, open coworking in the main Equaspace areas, and reservable private meeting rooms.
- Able to work at a computer for long periods of time
- Able to work in an open office environment
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain the regular operation of normal office machines (telephone, computer, copier, and other office machines) is required
- Able to work independently with minimal supervision
- Able to occasional work evening and weekends for meetings and events

Compensation and Benefits

Salary range is \$49,545.68 - \$55,864.61, plus excellent benefit package. 40 hours per week/52 weeks per year. Office located in St Paul, MN - Hybrid Work schedule is available.

To apply, interested candidates must complete a cover letter, resume, and provide three references. Please send all required materials electronically to Kita Yang at kyang@mnyouth.net and include in the subject line *Groundwork Fellow Program Manager*. **Priority deadline to apply is Monday, November 18, 2024, but will remain open until filled.** **Interviews will be conducted on a rolling basis. Anticipated start date is January 2025.** No phone calls please. To learn



more about the Minnesota Alliance With Youth, visit our website at: www.mnyouth.net.

Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.