

Job Title: Promise Fellow Program Manager - Service Learning and Out of School Time
FLSA: Full-Time
Classification: Non Exempt
Hours: 40 hours/week

Position Overview

The Promise Fellow Program Manager - Service Learning and Out of School Time is responsible for leading the implementation of the AmeriCorps Promise Fellow program for an assigned cohort of members and serving as the organization's lead facilitator of Service Learning and Out of School time interventions. The Manager will develop and maintain effective relationships with program partners in order to facilitate meaningful service experiences for the AmeriCorps Promise Fellow members. Promise Fellows serve over 3,000 youth annually in schools and community based organizations to increase school engagement and attendance through mentorship, service learning projects and out of school time support. 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 reach program performance goals. The manager will also be responsible for direct supervision of at least one Promise 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 efforts to assure that the Promise Fellows reflect the communities we serve and that members are prepared to welcome and serve all students
 - Support in strategic efforts to integrate Promise Fellow/Groundwork Fellow/Youth Mental Health Corps and Minnesota Youth Council programming
- Cohort Management
 - Provide supervision to at least one Promise 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 cohort of Promise Fellows
 - Train and support cohort of Promise Fellow AmeriCorps members (up to 50), aiming for 100% retention
 - Collaborate with host site supervisors to ensure effective project implementation throughout members' terms
 - Conduct annual site visits to monitor progress and gather insights on best practices and areas for improvement
 - Track progress on student outcomes and member hours, ensuring members have the support and resources needed to meet expected goals
 - Provide coaching and technical assistance to members in order to resolve issues, escalating to the National Service Director as necessary
- Host Site Partnership Management
 - Establish and maintain productive relationships with host site partners
 - Monitor host site compliance through 30 day check in meeting and annual site visits
 - In collaboration with AmeriCorps Partnerships Manager, organize convenings for host site partners, including but not limited to in person trainings, workshops, and special events
 - Serve as mediator between member and host site as challenges come up during the term, working towards outcomes that support the member experience, honor the host site expectation, and align with the Alliance's programmatic goals



- Training and Program Development
 - Serve as the Service Learning and Out of School Time lead for the Alliance, working collaboratively with National Service Director to redevelop and enhance implementation of Service Learning and Out of School Time interventions
 - Work collaboratively with AmeriCorps Program team to develop annual training content calendar for Promise Fellow Program AmeriCorps members and host sites
 - Work in collaboration with Groundwork Fellow team to establish cross program training content (Intro to AmeriCorps, Intro to Minnesota Alliance With Youth, Life After AmeriCorps, etc)
 - 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

- 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
- At least 1 year experience with experiential/service learning programming (can include AmeriCorps service term of no less than 9 months)
- At least 1 year experience with training and development, preferably in support of service/experiential learning
- Experience with out of school time programming and/or interventions to support school attendance
- National Service or experience working for an AmeriCorps program is preferred

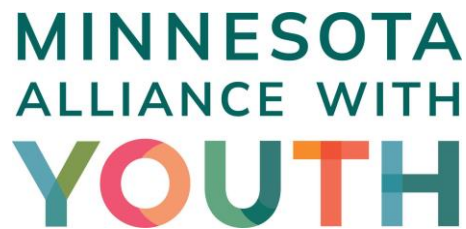
Knowledge, Skills, and Abilities

- 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 \$50,000-\$55,000, 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, submit a resume and a cover letter that describes how your experience aligns to the job duties and qualifications. Please send all required materials electronically to Emily Johnston at ejohnston@mnyouth.net and include in the subject line *Promise Fellow Program Manager*. **Priority deadline to apply is Wednesday, October 1, 2025, but will remain open until filled. Anticipated start date in late 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.