

ENGAGECORPS VISTA PROGRAM MANAGER

- Begins:** June 27 2022 or as soon thereafter as candidate is selected
- Company:** Engage NJ, a NJ Nonprofit Corporation.
- Location:** Nonprofit offices at New Jersey City University – Opportunity for 2-day Hybrid Work From Home
- Supervisor:** Executive Director, Dr. Saul Petersen
- Position Type:** Full-time 40 Hours Per Week, Subject to Annual Performance Review
- Compensation** \$45,000 based on qualifications and experience, with full state benefits as a public employee based at New Jersey City University
- To Apply:** Please send a cover letter and resume to Dr. Saul Petersen at info@engagenj.org

SUMMARY OF POSITION:

Amazing networking and leadership development opportunity to work within a statewide college nonprofit as program leader and key member of the leadership team. The ENGAGECorps VISTA Program Manager provides leadership to all essential components of a successful program in getting students to college and graduating with the skills to thrive in the 21st century. ENGAGECorps VISTA Program aims to get students to and through college successfully, in particular, those from disadvantaged backgrounds. There are four main VISTA cohorts that will focus on the following impact areas – #1) build the capacity of high school tutoring and mentoring programs, #2) develop 21st century workplace skills and a statewide student success network, #3) expand the network of campus-based community centers that tackle food and housing insecurity, mental health, provide professional attire, and other student challenges, and #4) build the capacity for environmental stewardship and builds knowledge about climate change. VISTAs serve in Newark, Jersey City, Paterson, Atlantic City, Glassboro, Camden, and Union.

The Manager position includes full grant oversight and reporting to the funder, the Corporation for National and Community Service. The position of Manager directly oversees a team of two VISTA Leaders and supervises 15-20 VISTAs who are based on college campuses across New Jersey. The Manager is essential in college campus and VISTA recruitment, selection and oversight, creation of an annual calendar of trainings and development for the VISTAs, including an initial multi-day VISTA program orientation, and engages in continuous improvement as an integral member of the Engage NJ nonprofit leadership team. Position requires experience and excitement with developing on the job.

QUALIFICATIONS

- Associate's degree or greater
- Three years or more with VISTA program experience, including with recruiting and reporting
- Direct interpersonal supervisory and / or project leadership experience
- Strong organizational and analytical skills
- Significant standards of excellence and attention to detail

- Ability to develop and refine an annual plan of work for a team of Manager and two leaders
- AmeriCorps grant management – creating an annual training, development, and recognition calendar, developing reporting processes, recruiting sites to partner campus VISTAs that align with ENGAGECorps program impact areas, working with VISTA supervisors based on the partner college campuses
- Leadership skills and ability to manage multiple tasks and competing priorities
- Skillful with technology and social media, and proven ability to learn on the job in areas such as drafting newsletters, Wix website updating, and other virtual means to connect individuals across the state.
- Willingness to travel throughout the state
- **MUST PASS NATIONAL CRIMINAL HISTORY BACKGROUND CHECK**

DUTIES

Accountable Duties of the Manager are always in collaboration with a team of 2 VISTA Leaders, with guidance from Executive Director and Accounts Manager, and special project consultants. In the absence of direct experience, candidate must be able show experience with upskilling on the job in similar area, as follows:

GRANT MANAGEMENT

- Tracks grant deadlines and prepares annual AmeriCorps grant application
- Reviews AmeriCorps reporting requirements and prepares AmeriCorps grant progress reports
- Ensure all the following are met - program policies, regulations, and guidelines for position recruitment, selection, retention, progress reporting, pay cycles, background checks and fingerprinting, eGrants administration, Memoranda development, site workplace environment, member supervision, member activities, member part-time work/part-time education, Engage NJ program records, and member benefits
- Improve and implement online learning, development and record-keeping systems such as google classroom, google suite, Givepulse and Qualtrics for the above areas and evaluate usefulness
- Manages, monitors, and improves VISTA performance measurement system to ensure goals are met
- Prepares program budget with guidance from executive director
- Tracks expenditures regularly with accounts manager
- Participates in trainings/professional development opportunities offered by AmeriCorps.
- Interfaces on a monthly basis with AmeriCorps regional portfolio manager and maintains positive relationship with regional office staff.
- Completes all required monitoring tasks as part of a team through the state commission and make necessary remedies for program improvement

PARTNER CAMPUS OVERSIGHT

- Reviews partner campus site applications and manages site selection process
- Develops training for supervisors on aspects of managing a VISTA and provides partner campus site supervisor orientation once per year
- Maintains regular contact with partner campus site supervisors and members and troubleshoots issues
- Ensures partner campus sites are working towards program sustainability and assists them in considering next steps

- Works with partner campus site supervisors to monitor members' paid leave in accordance with AmeriCorps guidelines

MEMBER RECRUITMENT, DEVELOPMENT, AND SUPERVISION

- Manages the recruitment, selection and placement processes to fill all VISTA positions
- Supports, encourages, and assesses the work of VISTA members and campus supervisors through site visits, regular phone calls, and email contact
- Coordinates, develops, and implements member professional development and reflection to cultivate knowledge and skills relevant to higher education community engagement, partnership building, career-readiness, and service satisfaction on a regular basis
- Oversees the progress of the VISTA Activity Description and performance measures for all VISTAs
- Supervises two VISTA Leaders in the Engage NJ offices at New Jersey City University

GENERAL PROGRAM OVERSIGHT

- Maintains the VISTA program online presence through website and social media, in collaboration with IT consultant.
- Publicizes program success through local, state and national media venues.
- Serves as a liaison with other state and federal offices connected to the VISTA program.
- Works with the Engage NJ team to vision the VISTA program's growth, development and priorities as a part of a larger network, and supports the management of day-to-day operations (i.e., answering phone, etc.).
- Provides verbal updates to Engage NJ higher education and partner network on progress of VISTA program at regular convening meetings throughout year and provides written updates to NCCC Board.
- Other duties as imagined by the Program Manager or as assigned by the Executive Director.

PLUS ONE OF THESE AREAS BELOW FOR THE ENGAGE NJ NONPROFIT OVERALL:

Drafting and Track 5-Year Fund Development Campaign (1 of 2, based on experience and interest)

- Research funder activity with programs and initiatives of similar focus to Engage NJ
- Develop and maintain a diverse fund seeking database
- In close collaboration with the executive director, develop and carry out a 2022-2027 fund development campaign, aligned to the Engage NJ 5-year strategic plan deliverables for each year
- Develop fund solicitation letters and pitch decks
- Track communication and follow-ups with funders

Marketing for Engage NJ Overall Operations (2 of 2, based on experience and interest)

- With close support and guidance from executive director and IT consultant, research and develop a new digital media marketing and communications plan, aligned to the Engage NJ 5-year strategic plan deliverables for each year
- Pitch a 2023 media engagement pilot – what works with the media now?
- Pitch a “Thriving Graduates of the 21st Century” storytelling campaign
- Align marketing and communications plan with development/fundraising campaign

- Work with IT Consultant on Google AdGrant campaign
- Learn and prepare viewer analytic reports
- Work with IT Consultant to improve online annual report and other publications for Engage NJ using multiple platforms
- Demonstrate proof-reading excellence for all public-facing text across all formats
- Manage the upkeep of contacts database for use in mail, email, and other formats

ENGAGE NJ IS AN EQUAL OPPORTUNITY EMPLOYER

Engage NJ is staunchly loyal to providing a podium for social and economic mobility, including by ensuring opportunities for improved life:work balance for the 21st century member of the team. All applicants for this position will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.