



Institute for the Study and Practice of Nonviolence AmeriCorps Program Manager

Type: Full Time

Start Date: Position available immediately, to start as soon as possible

Reports to: Chief Operating Officer

Supervises: 16 full-time AmeriCorps Team Members, with day-to-day support from other Institute program directors

Key Relationships: Executive Director, COO and all senior staff, administrative staff, program supervisors, and Serve Rhode Island staff who administer the AmeriCorps grant

About the Institute

The Institute was founded by members of St. Michael's Church team ministry in 2001 as a long-term solution to violence. Originally a training organization, the Institute hired its first Executive Director, Teny Gross, in 2001 and he introduced the Streetworkers program in 2003. Since then, a constellation of programs has grown to better serve the community's most vulnerable youth and families whose lives have been affected by violence. Today the organization has a \$1.7 million budget, a board of 32 members and a staff of more than 30. Our mission is to teach, by word and example, the principles and practices of nonviolence, and to foster a community that addresses potentially violent situations with nonviolent solutions. We work to build Dr. King's ideal of the nonviolent Beloved Community.

Scope of Position

This position will be closely involved in the implementation of the Institute's first AmeriCorps program, which funds 16 full-time members, to be organized on 3 separate teams: School Team, Community Team, and Youth Team. The AmeriCorps Program Manager must enjoy and excel in a team environment, where s/he will coordinate all aspects of the program, including member training, and day-to-day scheduling and members' deliverables, with the Institute's other program directors. In particular, the Director of Training and Director of Youth Programs will oversee the day-to-day work of the 3 teams while the Program Manager will be responsible for building systems, handling most member issues and HR issues, documentation of work for the grant and performance measures, and reporting requirements of the grant.

Responsibilities

- Work closely with Institute program directors and COO to recruit, hire and enroll a diverse corps of 16 full-time AmeriCorps members
- Take the lead on all grant requirements associated with the AmeriCorps funding, ensuring that data and reports are completed accurately and on time

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- As the program supervisor, the program manager is responsible for member performance evaluation, professional development, performance, disciplinary action and conflict resolution among team members
- Assist the Directors of Training and Youth Programs in creating and delivering the professional development plan for the AmeriCorps team, which includes 80 hours of pre-service training, 80 hours of shadowing, and one day per week of training, reflection, and/or community visits.
- In addition, develop individual professional development plans and goals for each of the AmeriCorps team members
- Work with the program directors to coordinate the schedule of the AmeriCorps team members and produce the schedule; track members' hours throughout their service
- Compile periodic progress narratives, and other reports
- Ensure members are provided with appropriate supervision, guidance and recognition throughout their period of service
- Oversee the collection of all data related to the AmeriCorps grant and analyze to determine that performance measures outlined in the grant are being met
- Oversee all records and files according to federal guidelines
- Represent the Institute and work to develop collaborative relationships and partnerships both within the Institute and in the wider community
- Work strategically with the senior staff of the Institute to plan for future volunteer needs and staffing of a comprehensive volunteer program at the Institute

Qualifications

- Knowledge and commitment to the Institute's mission and the principles of nonviolence
- An undergraduate degree or a minimum of 3 years relevant experience, especially experience managing volunteers or federally grant-funded programs
- Experience in group facilitation and/or training
- Experience managing a diverse group of people; strong desire to work with high-risk, gang affiliated youth, experience working with youth, and/or solid understanding of youth developmental stages and responding to the complex and varied needs of at-risk youth
- Experience working with an AmeriCorps program is desirable
- Experience with grants, especially federal grants, is desirable
- Strong leadership qualities, self-motivated
- Ability to work independently as well as collaborate on a team
- Strong interpersonal and communication skills
- Experience in conflict resolution, teaching, problem solving, community organizing, and/or job training highly suggested
- Must be able to work well in a diverse and fast-paced environment
- Reliable transportation is required
- Bi-lingual preferred



To Apply

- Send letter of interest and resume to Anthony DiPietro, Chief Operating Officer at anthony@nonviolenceinstitute.org or mail or bring in person to Anthony's attention at 265 Oxford Street, Providence, RI 02905. We will begin interviews immediately.