

## **In-House Programs Manager**

FLSA Status: **Exempt**

Job Status: **Full Time**

Pay Range: **\$40k**

**To Apply:** Interested applicants should submit a resume, 3 references including your most recent supervisor, copies of all required clearances, and a letter of interest to [jobs@assemblepgh.org](mailto:jobs@assemblepgh.org) by 11:59 pm, EST Oct 24, 2020. No phone calls, please. Please send questions to [nina@assemblepgh.org](mailto:nina@assemblepgh.org).

### **In-House Programs Manager (IHPM) and Job Responsibilities:**

A full-time position, the In-House Programs Manager is responsible for the success of all programs rooted at Assemble's 4824 Penn Ave location that are both delivered in-person or virtually. They are crucial to the leadership and vision of Assemble's educational programs and its delivery. This position managers all staff and volunteers related to the In-House Programs occurring over the school year and summer. The In-House Programs Manager role is both an educator's educator as well as a community resource for the learning community when it comes to Assemble's pedagogy. The In-House Programs Manager works in collaboration with the Off-Site Programs Manager.

### **Reporting Structure:**

The In-House Programs Manager reports to and is evaluated by, the Executive Director. All In-House teaching staff report to the In-House Program Manager.

### **Job Responsibilities:**

The In-House Program Manager (IHPM) is a leadership role that is responsible for managing all aspects of Assemble's in-house programs at our Penn Ave Location.

### **Defined terms:**

**In-House Programs** are all programs based out of Assemble's location. They are solely produced by Assemble staff. They include in-person and virtual programs and are not limited to Afterschool, Saturday Crafternoons, Summer Camps, 21+ nights, and other monthly programs.

**Off-Site Programs** are all programs that occur at other locations such as schools and other community centers throughout the summer and school year. They are core enrichment activities that could occur in-person or virtually.

**In-House volunteers** are people who assist with program delivery but are not staff. These include fellows, Americorps, college, and high school interns. They might be donating their time or paid by another organization. Learn and Earn Teens are an example.

### **Job Duties and Expectations**

- **20% - Manage the Development In-house Programs**
  - Manage Relationships with Community Partners and Thought Leaders
    - Lead on researching potential partnerships for in-house programs within the learning community, STEAM sectors, and Garfield
    - Attends conferences and leads presentations on Assemble's work locally and beyond
    - Active participation in Remake Learning Network, APOST, and other related events
    - Connect teaching staff to relevant community assets, resources, and experts

- Lead resource for all in-house program themes and concepts
  - Stays abreast of current trends and proven methods for learning, human development, STEAM, Making, Social and Culturally Responsive Learning methods
  - Supports curriculum development through their knowledge of PA Common Core, Next Generation Science Standards, Social Justice Standard for curriculum
  - Contributes to program narratives for grants for current and future programming
  - Participates in Assemble's Stakeholder Advisory and integrates feedback into future programming
- Lead on maintaining accreditations for Assemble to provide high-quality programs such as the APOST Quality Campaign
- Continues to deepen the practice of Assemble's Platform Playbook and develop professional development trainings in line with it
- **75% – Manage Assemble's programs and related staff and volunteers**
  - Manage Staff and volunteers
    - Recruit, hire, and onboard all in-house program-related staff and volunteers as needed
      - Research and lead in-house employee recruitment efforts that support hiring to be diverse and inclusive of many populations
      - Maintain in-house teaching staff and volunteer job descriptions
      - Collaborate with the Off-Site Programs Manager for collective hiring needs for programs
      - Lead on applications for Americorps and other fellowship programs
      - Maintain and update all onboarding materials
      - Work with the Executive on developing additional roles inline with Assemble's strategic plan
    - Design, develop, deliver, and curate trainings for the all teaching staff and volunteers in collaboration with the Off-Site Programs manager
      - Responsible for leading staff meetings
      - Coordinates professional development opportunities for staff
    - Maintain and update in-house staff and volunteers records, clearances, and files
    - Manage scheduling of staff for effective program delivery
      - Clearly communicating staff roles and expectations for programs
      - Review and approve timesheets for time worked
      - Conduct performance evaluations to hold staff and volunteers accountable, track infractions, and support growth
      - Make recommendations for raises for managed staff
      - Continuously conducting observations, check-ins, weekly debriefs
      - Manage in house program time off requests and subbing needs
      - If need be, substitute for a program
    - Mediate and manage interpersonal issues of in-house teaching staff and volunteers
  - Ensure high-quality delivery of all in-house programs
    - Ensure organizational mission and program goals and outcomes

- Maintain and update program management document templates
- Oversee the collection of in-house student data, attendance, surveys, and qualitative assets such as quotes, photos, and video
- Work with board members and the Executive Director on survey and logic model development for program evaluation
- Evaluate all in-house programs for improvement, sustainability, and effectiveness
- Contributes to student recruitment and outreach efforts in line with marketing timelines.
- Collaborates with the Marketing and Development Manager on preparing program registration
- **5% – Advance Assemble’s vision, mission, and values**
  - Coordinate events and model behaviors that continue to build Assemble’s Culture
  - Attend board meetings, fundraisers, and events as asked by Executive Director
  - Assist with other tasks as appropriate or needed

#### Job Qualifications

- Have a strong desire to learn and share knowledge
- Be receptive to feedback, opportunities for growth, development, and reciprocal accountability
- Have excellent mediation skills
- Demonstrate leadership in fostering a diverse, inclusive, and safe environment wherever Assemble programs occur
- Have experience managing programs and supervising individuals under dynamic circumstances
- Have a valid driver’s license and reliable transportation
- Have current clearances for PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and Mandated Reporter Certificate
- Have the ability to lift 25 pounds
- Be able to adapt to flexible work hours and the environment and have good time-management skills
- Be competent with Google Suite Products, such as Google Drive and Gmail
- Have analytical ability and a high degree of attention to detail
- Have excellent written, verbal, and nonverbal communication skills for a range of constituents, including leadership, stakeholders, and the general public
- Maintain STEAM education enthusiasm and knowledge
- Be attentive to culturally responsive pedagogy and restorative justice methods
- A Bachelor’s degree and/or equivalent work experience in an out-of-school or educational setting is preferred

Assemble, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or veteran status. Interference with the ability of Assemble’s employees to perform their expected job duties is absolutely not tolerated.