



Operational Services Manager Position Description

Job Title	Promise Corps CCA Supervisor	Hiring Manager	Denise M. Carter
Department	Mayor's Office of Community Empowerment and Opportunity (MCEO)	Revision Date	
Salary Range (optional)		Application Deadline	
Position Type	Supervisory		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

MCEO is the Community Action Agency for the city and county of Philadelphia. MCEO seeks to align the city's efforts to lift individuals and communities out of poverty and increase opportunities for low income individuals and families using a "collective impact" model. The agency also acts as a convener, funder, and evaluator contracting with a wide variety of grantees to advance CSBG supported initiatives in benefit access, housing security, learning preparedness, financial security, and workforce development. To learn more about MCEO poverty goals please refer to the Shared Prosperity website <http://sharedprosperityphila.org/plan/>.

Position Summary

MCEO is seeking a Promise Corps CCA Supervisor for program planning and implementation at two high schools in West Philadelphia. They provide day-to-day leadership of their schools' AmeriCorps members (CCA's) and programs. They provide information and recommendations to EducationWorks staff in regard to the supervision of corps members. They maintain strong working relationships with principals, counselors and other school staff. Duties include administrative support, program planning, program support, and maintaining evaluation records. This position reports to the Promise Corps Program Director.

Essential Functions

- Coordinate college readiness programs and activities in collaboration with other higher education and community initiatives
- Recruit local applicants for AmeriCorps member positions
- Provide supervision, leadership, motivation, team building, conflict resolution and support to AmeriCorps members
- Establish positive relationship and effective communication with school leadership team including principals, school counselor and teachers to ensure program goals are achieved and students are receiving all benefits of Promise Corps program
- Establish relationships with external partners as needed to resource schools, students and Promise Corps and to collaborate on large events
- Gather and maintain evaluation records pertaining to program performance, particularly in regard to impact on high school students
- Ensure the submission of all required information from the site to appropriate program staff as needed for member's files
- Utilize online timesheet and data collection portal to collect all information needed to measure programs performance measures

Competencies, Knowledge, Skills and Abilities

A successful candidate is a dynamic, committed individual with strong organizational and interpersonal skills. Must have excellent writing, organizational, and interpersonal skills. Ability and commitment to work beyond traditional working hours and schedule is required. Candidates must possess the following experience:

- Managing a program and/or supervising people, preferably in a school setting
- Curriculum development and implementation preferred
- Working with service-learning, AmeriCorps programming, and member management preferred
- College access and success programming preferred

Qualifications (Education and Experience)

- Bachelor's degree required
- 1 year of experience in an education setting or experience working directly with youth in urban communities
- A valid PA Driver's license required

Additional Information

Applicants should submit a cover letter, resume, with a two-page writing sample as one PDF document.

Successful candidate must be a City of Philadelphia resident within six months of hire.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website:

<http://www.phila.gov/humanrelations/Pages/default.aspx>