



POSITION DESCRIPTION

Associate Director, Civic House University of Pennsylvania

OVERVIEW

The Associate Director oversees the development, administration, and evaluation of programs which support University of Pennsylvania students' involvement with the neighborhoods and agencies of West Philadelphia and other communities. The Associate Director will assist in communicating with community agencies, in promoting community involvement, advocacy and service-learning among Penn students, in advising students, and in office administration. During the academic year, position requires availability during several evenings and occasional weekends.

SPECIFIC DUTIES

Civic House Educational and Training Programs

Identifying, organizing, managing, and facilitating educational opportunities that prepare, support and enhance local community involvement work – often performed in collaboration with other Civic House staff. Responsibilities include:

- Identifying educational priorities for students, community and partners;
- Developing workshop goals and topics;
- Hiring, training, and supervising student staff who support the programs;
- Overseeing logistical organization of workshops;
- Developing curriculum and accompanying literature;
- Facilitating and presenting workshops;
- Managing training publications and publicity, and;
- Coordinating evaluation of programs;
- Specific programs include:
 - IGNITE Retreat (fall semester) and subsequent programs;
 - Social Justice 101 training and related programs;
 - Open Forum, and;
 - Other initiatives developed over the course of the year.

Alternative Break Programs

Serve as the principal advisor to Alternate Spring Break (and Winter Break) and its Executive Board by providing advice and performing tasks toward their success including:

- Maintaining constant communication with the Board throughout the academic year and summer via email correspondence and a handful of meetings per semester;
- Advise the group in their use of University resources and facilitate their communication with key stakeholders including the Office of Risk Management, the Travel Office, the Student Activities Council, and the Office of Student Affairs, among others.
- Training the Board and Site Leaders for success as responsible leaders of the trip, including respect for University policy and communication with the Associate Director while on their trips. Also introducing skills for successfully collaborating with community partners and for facilitating regular reflection and education of trip participants.
- Serving as the campus contact for students while the groups are on trips – available by phone at all times for the duration of their trips.

PennCORP (Penn Community Out Reach Program)

Provide community involvement opportunities and educational experiences for selected incoming first-year students consistent with Civic House values and mission, orient in-coming students to Civic House, West Philadelphia and local community involvement opportunities, and educate participants through one of three issue-driven tracks. Specific responsibilities include:

- Overseeing recruitment, selection, training of PennCORP staff;
- Supervising PennCORP staff;
- Overseeing management, administration, implementation and evaluation of PennCORP Program;
- Providing guidance and support to PennCORP student staff;
- Serving as a resource for curriculum development of PennCORP issue tracks and West Philadelphia orientation, and;
- Facilitating and presenting training sessions.

Other Civic House Programming

- Work with other staff and students toward developing and implementing programs in support of Civic House's mission. Areas of responsibility will include, but not be limited to:
 - Volunteer Orientation, Training, and Reflection
 - Collaborative events with other campus and community organizations
 - Shared maintenance of Civic House website
 - Supervision of work-study students
 - Special Civic House events

Other Duties

- Assist in hiring, training, and supervision of office work-study students, and other part-time staff;
- Work with Director and other Civic House staff in a variety of other areas, including:
 - Developing and implementing short- and long-term programmatic goals;
 - Coordinating new projects and programs;
 - Establishing and maintaining relationships with community agencies and other University offices, and student groups, and;
 - Preparing office publications, including newsletters, brochures, and other public relations and training materials.
 - Developing and Maintaining Civic House website and other social media

QUALIFICATIONS:

Master's degree in Education, Social Work, or related discipline and a minimum of 1-3 years professional-level involvement with higher education community service-learning activities, work with community-based organizations, and/or student development work; relevant experience may substitute for masters-level work. Deep understanding of social issues related to community involvement and advocacy work in an urban setting. Applicants must be able to demonstrate high level of initiative, as well as strong speaking, discussion facilitation, and writing skills, and proven organizational and program planning skills. Demonstrated commitment to diversity. Basic computer skills required (Windows platform), including word processing and database use; experience with additional software and with navigating and creating internet-based resources helpful.

NON-DISCRIMINATION POLICY STATEMENT

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).