

For full consideration, applicants should submit their materials by Wednesday, November 21, 2018.



POSITION DESCRIPTION

Associate Director, Civic House University of Pennsylvania

OVERVIEW

Reporting to the Senior Associate Director, the Associate Director oversees the development, administration, and evaluation of programs, which support University of Pennsylvania students' involvement with community organizations in Philadelphia and beyond. The Associate Director will assist in creating social justice educational programming, communicating with community partners, promoting community engagement among Penn students, advising students, and 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 social justice educational opportunities that prepare and support responsible community engagement work – often performed in collaboration with other Civic House staff. Responsibilities include:

- Developing social justice workshop goals and topics;
- Identifying community engagement opportunities for students, community and partners;
- Hiring, training, and supervising student staff who support the programs;
- Developing curricula and accompanying literature about responsible community engagement;
- Facilitating and presenting workshops across campus to support students' engagement in and awareness of social issues and generate awareness of Civic House programs;
- Managing training publications and publicity, and;
- Coordinating evaluation of programs;
- Specific programs include:
 - IGNITE Retreat (fall semester) and subsequent programs;
 - MLK Day of Service;
 - Social Justice 101 training and related programs;
 - Open Forum, and;
 - Other initiatives developed over the course of the year.

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Alternative Break Programs

Oversee the Penn Alternative Breaks Program (Winter & Spring trips) 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 regular meetings over the course of the semester;
- Advise the Program 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.
- Designing curriculum for Site Leaders and Board that aligns with Civic House's Social Justice Framework by facilitating regular reflection and education of trip participants.
- Serving as the campus contact for students while the groups are on trips, including availability by phone at all times for the duration of their trips.

PennCORP (Penn Community OutReach Program)

Provide community engagement opportunities and social justice educational experiences for selected incoming first-year students consistent with Civic House values and mission, orient incoming students to Civic House, West Philadelphia and local community organizations, and educate participants on ethical and responsible engagement in the community. 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;
- Engage and guide involvement of other Civic House staff in PennCORP;
- Designing the curriculum of PennCORP that aligns with Civic House's mission 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:
 - Student Orientation, Training, and Reflection;
 - Collaborative events with other campus and community organizations;
 - Shared maintenance of Civic House website and social media;
 - Supervision of work-study students, and;
 - Special Civic House events.

Other Duties

- Assist in hiring, training, and supervision of Civic House student staff and other part-time staff;
- Work with Director, Senior Associate Director, and other Civic House staff in a variety of other areas, including:
 - Developing and implementing short- and long-term programmatic goals;

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- Coordinating new projects and programs;
- Establishing and maintaining relationships with community partners 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, social justice education, work with community-based organizations, and/or student development work; extensive relevant experience may substitute for masters-level work. Deep understanding of social justice issues related to community engagement, organizing, and advocacy work. 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 social justice, social change and 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 and work-related social media 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, Franklin Building, 3451 Walnut Street, Suite 421, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice).