



## **Program Engagement Specialist**

### **POSITION SUMMARY:**

In the spirit of the mission of Project Transformation, the Program Engagement Specialist plays an important role in multiple aspects of the program including host sites, families and young adults. The position takes much responsibility in researching and synthesizing information about potential program locations to provide a detailed look at the demographic, financial, educational and community data for site selection (existing and new). The Program Specialist will also take much responsibility in nurturing key relationships with Site Church staff, supervisors, and families checking for quality, including supporting both the site team members and the organizational staff in forming and maintaining mutual relationships. As part of Site Relations, the Program Coordinator will focus on Parent Engagement of participants at site. Works closely with the Director of Programming and Leadership Development in regards to planning growth initiatives and integrating new program sites. The position will also assist with recruitment and training for PTNT college age young adults who conduct the program. This is a very important role on the program team and this person is responsible for upholding the mission and values of Project Transformation, including the covenant relationship with the United Methodist Church.

### **ACCOUNTABILITY:**

The Program Engagement Specialist is directly accountable to the Director of Programming and Leadership Development and will work closely with several Project Transformation staff.

### **ESSENTIAL RESPONSIBILITIES:**

After-School Program Site Management (September through mid-May) 25% of time:

1. Creating a strategic planning process for sustainability and/or expansion including planning meetings with prospective program location, criteria for prospective program location proposals, steps for implementation, guidelines for establishing a steering committee, council, PT Connect Team, and Parent Advisory Committee (PAC).
2. Researching outside community resources and potential organizations with which to partner in programming, when applicable and directed by the Director of Programming and Leadership Development.
3. Working with prospective program location to develop collateral materials and formation of a leadership group to determine if prospective location meets the criteria and our program model.
4. Assisting Development Manager with public relations and communications strategies to support program goals and increase community awareness in service communities.
5. Assisting with monitoring and evaluating all aspects of the after-school program, including reading, arts & crafts, recreation, book club, field trips, afternoon enrichment, and family fun nights (refer to program quality checklist when visiting sites), and training as needed.
6. Helping manage the data collection, site applications, and research for current and prospective sites.
7. Attending recruiting events to gain hands-on experience on recruiting AmeriCorps members, semi-annual meetings with program site supervisors, weekly staff meeting, weekly program team meetings and weekly team lead meeting and ongoing training for after-school program team leaders.

### **ASP PROGRAM Management (25%)**

1. Recruit, hire and train after-school AmeriCorps Members



2. Assist Director of Programming and Leadership Development with timesheet management, collecting data & other reporting documents for AmeriCorps & PT
3. Assist in leading weekly site coordinator meetings
4. Assist in leading leadership training course
5. Assist in leading and training during GearUp Retreat and Leadership Retreat
6. Provide ongoing coaching, feedback and assessment of after-school interns/AmeriCorps Members
7. Make site visits and assist with program quality development

Summer Site Program (mid-May through August) 25% of time:

1. Meeting regularly with and shadowing the Program Team in order to understand the preparations for the summer program.
2. Assisting with training, supervision and coaching of those young adults implementing the summer program. Providing support, encouragement and feedback for program quality to teams and staff.
3. Assisting in the development of short and long-term plans for programs, monitor progress, assure adherence and evaluate performance.
4. Assisting with developing of program quality standards for the summer program.
5. Supporting and assessing individual programs at site on a weekly basis.
6. Support in coaching/training Program Quality Coaches and Site Coordinators.
7. Assist in leading Site Pastor/Supervisor Gearup Meetings for ASP.
8. Assist in facilitating Urban Camp with support from Program Staff and PQC's.

Year Round (25% of time) :

1. Organizing and establishing meetings on regular basis with designated individuals to foster positive relationships for current and potential site locations.
2. Developing expansion and/or sustainability plans according to program needs and capacity.
3. Ensuring database maintenance, includes prospective program location information and contact lists.
4. Assisting with pre-program and ongoing training and information sessions.
5. Providing ongoing coaching, feedback and assessment to ensure high program quality standards.
6. Assisting with program evaluations and prepare data for AmeriCorps and other reporting purposes.
7. Assist Director of Programming & Leadership Development with administrative and coaching tasks.
8. Prepares and delivers formal presentations before various public and private concerns, attends meetings, college career and recruitment fairs, conferences and seminars requiring periodic to frequent travel.

**QUALIFICATIONS:**

1. Bachelor's Degree preferred.
2. At least 3 years of direct program service and program coordination or related experience.
3. Embrace and integrate Project Transformation's core values into his/her work practices.
4. Strong understanding of the United Methodist Church.
5. Excels in cultivating and building relationships with individuals of diverse backgrounds.
6. Problem solver, well organized, methodical, detail-oriented, and self-motivated.



7. Ability to establish priorities, work independently, and proceed with objectives without supervision.
8. Exceptional written, oral, interpersonal, and presentation skills.
9. Proficient computer skills.
10. Passion for PTNT's mission.
11. Bilingual in English and Spanish preferred.

Salary commensurate with experience. Health Benefits and PTO

Please send cover letter and resume to Kirsten James, [james@ptnorthtexas.org](mailto:james@ptnorthtexas.org)

No calls.